

## POSITION TITLE: ADMINISTRATIVE ASSISTANT



### **POSITION DESCRIPTION:**

The Administrative Assistant is responsible for frontline customer service and ensuring the smooth operation of the office and operational functions through administrative support.

### **JOB RESPONSIBILITIES:**

- Create a positive professional welcoming environment for all patrons, funders, vendors, board members, staff, volunteers, media, etc., whether that be by phone, in person, email, or other means of communication
- Greet visitors and direct them to program or meeting locations. Provide brief introductions to exhibits. Collect data from visitors.
- Report to and assist the Executive Director
- Responsible for implementation of efficient office and building maintenance functions
- Volunteer coordinator
- Train staff and volunteers on office procedures and customer service
- Process bills, invoices, receipts, and check requests in preparation for the bookkeeper
- Mailings support for Director of Development
- Organize and file records
- Purchase office, maintenance, and hospitality supplies as needed.
- Responsible for maintenance of common spaces for appearance and functionality
- Attend program and operational staff trainings and meetings as needed
- Assist other full-time staff as necessary

### **REQUIREMENTS:**

- 2+ year's previous experience in a similar position
- Strong computer skills with working knowledge of Microsoft Office, Google and Quickbooks
- Excellent verbal and written communication skills
- Excellent time management skills
- Self-motivated and goal-driven and follows through on tasks and goals
- Ability to work within the budget and meet deadlines
- Must be highly organized and detail-oriented with accuracy
- Collaborative with a team-oriented mentality
- Positive, outgoing demeanor
- Must represent the Art Center with professionalism

### **Preferred Skills:**

- Experience using customer and/or donor relation systems a plus
- Bookkeeping experience

### **COMPENSATION**

Based on experience and skills

Health insurance

Life Insurance

Dental & Vision Insurance - paid by employee with \$150 annual dental reimbursement

Simple IRA match up to 3%, beginning after 2 years of employment

24-hour access to art studio

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### Paid time off

Attend all QAC classes & workshops free of charge (excluding material fees and dependent on availability)

Free facility rental (only if completely unstaffed)

Membership discounts on artwork purchases

### **HOURS**

This position is full-time with benefits. Expected hours of work are Tuesday - Saturday, 10am - 6pm. Some additional evening and weekend hours will be assigned with as needed for events and meetings.

Working major fundraising events and opening receptions is mandatory.

Hours may be flexed as needed within the work week, Friday - Thursday, but are not to exceed 40 hours per week, unless pre-approved by the Executive Director. Communicate with the Executive Director to schedule flex hours.