

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
- Responsible for implementation of all office and building functions
- Process daily transactions of memberships, donations, class/workshop registrations, etc. in Neon One CRM system in a timely manner
- Manage donation and member renewal/registration correspondence in coordination with Director of Development
- Supervise and delegate to volunteers/interns to complete weekly, monthly, and yearly office tasks
- Schedule other time staff to work at the front desk during your planned absences (vacation days, etc.)
- Train new Art Center staff members on office procedures
- Attend program and operational staff trainings and meetings as needed
- Primarily report to and take on additional tasks, as needed, to assist the Executive Director and/or staff as requested
- **Prepare for the Bookkeeper**
 - Manage all preparations for bookkeeper
 - Run cash, check, and credit card deposit reports and organize all files necessary for monthly reconciling
 - Maintain accurate budget line titles throughout all CRM and Bookkeeping programs and complete all processes accurately
- **Volunteer Coordinator**
 - Keep up to date records of current/past volunteers, volunteer hours, contact info, etc.
 - Recruit, onboard, oversee and recognize volunteers

SKILLS AND EXPERIENCE

- Excellent verbal and written communication skills
- Excellent time management skills
- High organizational skills
- Team-oriented mentality to work with and motivate staff, board members and other volunteers
- 1 to 2 year's previous experience in a similar position
- Strong computer skills with a working knowledge of Microsoft Office Suite, Outlook, and Google Drive
- Ability to work within the budget and meet deadlines
- Must be detail-oriented with accuracy
- Ability to follow through on tasks and goals
- Self-motivated and goal-driven
- Positive, outgoing demeanor
- Must represent the Art Center with professionalism

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COMPENSATION

\$16 hourly

10 vacation days, 9 sick/PTO days annually

Health and life insurance

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

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

24-hour access to art studio

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

Free facility rental (only if completely unstaffed)

HOURS

This position is full-time with benefits. Expected hours of work are Tuesday - Friday, 10am - 6pm, Saturday 11am -6pm. Additional evening and weekend hours will be assigned 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.

You will have a 20-minute paid lunch break, when other staff are available to watch the phone/front desk. When you are the only staff person in the building, take a lunch break during down time.