



ARTS PLUS

Position: Administrative Assistant
Status: Part Time, 25 hours per week, non-exempt
Revised: 11/6/18

POSITION SUMMARY

Coordinates all Arts+ administrative activities for an office of more than 10 staff, reporting to the Chief Operating Officer. Works with COO and Development team on communication projects. Assists Executive Director and senior staff with special projects and other responsibilities as needed.

ESSENTIAL FUNCTIONS: ADMINISTRATIVE

- Manages operations, vendor relationships, and bill payment for office of more than 10 staff.
- Coordinates communications with the Admin and Development teams, including writing and designing emails and e-newsletters, managing social media accounts, and writing content for the website.
- Receives incoming phone calls and emails. Directs phone calls to appropriate departments.
- Assists with registration-related tasks, such as answering parents' and students' questions concerning programs, procedures, payments and schedules.
- Coordinates board of director meetings, including communication and logistics.
- Coordinates volunteer program for individuals and groups.
- Assists Executive Director with correspondence and calendar management.
- Assists all departments with special projects and administrative tasks as needed.

KNOWLEDGE, SKILL, ABILITY

- Two years' experience in professional office environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) required
- Strong interpersonal, communication, and writing skills
- Friendly, articulate, welcoming demeanor that encourages interest in the organization
- Demonstrated ability to organize an office, manage multiple tasks and attend to details
- Proactive approach to work, ability to demonstrate ownership of and prioritize tasks
- Ability to foster a cooperative work environment

TO APPLY

Please email cover letter and resume with the subject header, **Administrative Assistant** to: jobs@artsplus.org. NO PHONE CALLS PLEASE.

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including but not limited to, cancer related or HIV/AIDS related), sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.