



**Arts For The Schools' Administrative & Venue Coordinator  
Part-Time**

**Are you fun, organized, energetic and friendly?** We would love to have you on our team! This position is responsible for performing highly skilled administrative duties with expertise in computer programs, office management, customer service relations, and clerical skills. The position of Administrative Assistant is responsible for ensuring the smooth flow of work for the organization, by assisting the CEO in a variety of ways. This position does not directly supervise any other employee, however assists in projects and programs. This position coordinates with all other key members of the AFTS team.

**Part time position is 3-4 days per week, available on Mondays or Tuesdays, Thursdays and Fridays. 9am-5pm.**

**In Person, in office.**

**Deadline to apply Feb 29, 2023**

**Reports to CEO.**

**Hourly wage \$20-23/hr**

**ESSENTIAL JOB FUNCTIONS:**

**Administrative:**

- Assist CEO with various tasks as assigned.
- Receive incoming calls and greet guests in a friendly, polite and professional manner.
- Handle schedules, and paperwork for the organization.
- Greet guests or customers.
- Write and send thank you letters and general correspondence in a timely manner.
- Process and maintain financial reports and donations logs.
- Maintain orderly paper and electronic filing systems.
- Prepare and distribute mailings to donors and supporters. Knowledge of mail merge in Word is preferred.
- Maintain and order adequate office supplies.
- Maintain office in a neat and orderly fashion.
- Monitor office equipment for repair and/or refill service.
- Perform phone follow up as requested.
- General clerical duties including photocopying and mailing, handling requests for information and data.
- Schedule and coordinate meetings, appointments and travel arrangements.

- Coordinate and maintain records for petty cash and event income.
- Participate in special events, fundraisers and other meetings as assigned.
- Perform other job functions as requested or assigned.
- **Be a team player and highly flexible.**

**Event Logistics:**

- Assist with event logistics, ordering tables, chairs, etc. for day of event.
- Distributing marketing or organize the distribution of posters, banners, tickets around town to help promote our events or fundraisers.
- Assisting with day of event production such as setting up and staging, box office, event duties, etc.

**ESSENTIAL QUALIFICATIONS AND ABILITIES:**

- Excellent customer service skills and **naturally fun and friendly.**
- Excellent basic computer skills (word processing, spread sheet, data base, email and internet experience).
- Must have mastery in Microsoft Office programs including Word, Excel.
- Must have the ability to quickly learn software programs. Naturally computer literate is best.
- Ability to work independently.
- Strong organization skills.
- Ability to perform as an effective team member.
- Ethical business practices.
- Maintain a clean, well-groomed appearance.
- Excellent history of attendance and on-time performance.
- Care about the non-profit mission and be an ambassador for Arts For The Schools work and community programs.

**Employee Benefits include:**

- Sick Pay (accrued)
- Vacation Pay (accrued)
- Paid Holidays (6)
- Observed Holidays (9) and School Breaks Observed
- Health Care stipend/HAS – dependent on hours worked

**To Apply:**

To apply for this position please submit to [admin@artsfortheschools.org](mailto:admin@artsfortheschools.org) the following:

-Cover letter stating why you want to work for Arts For The Schools

-Resume with dates of employment

-Names of two professional references

Questions please call 530-582-8278.