

## WATERFALL ARTS

**TITLE:** Administrative Assistant

**REPORTS TO:** Director of Finance & Operations; Director of Programming

**SUMMARY:** The Administrative Assistant will be responsible for a variety of tasks in the areas of direct administrative support, and support of marketing and fundraising efforts.

**STATUS:** Part-time employee/Non-exempt (hourly)  
Position is 20–25 hours per week  
\$11 – \$13 per hour

### DUTIES AND RESPONSIBILITIES:

1. Facilitates registration for all classes (medical release; confirmations; class location; behavior guidelines; student call-in; student housing) and maintains all class records.
2. Maintains database and creates reports.
3. Coordinates materials and logistical support for meetings, training sessions and other activities of Waterfall Arts.
4. Schedules and provides oversight to front desk volunteers.
5. General office duties such as typing, filing, faxing, etc. Maintains inventory for office supplies and computer software.
6. Receives and distributes all incoming mail and coordinates outgoing mail, including courier services, and interoffice mail distribution.
7. Maintains master calendar of in-house meetings; classes; workshops; lectures; and other events.
8. Assists in preparation and distribution of materials in support of marketing and fundraising efforts. Primary staff providing support for mailings or coordinating bulk mailing processes.
9. Assists with review of administrative procedures and development of systems to assure compliance by all staff.
10. Committed to mission, goals and objectives of organization and is able to articulate these to all constituencies.
11. Keep Facility Rental calendar, manage rent collection, and give interested parties tours, and sample contracts and rates if requested. (Finalization of all rental agreements should be referred to the DFO).
12. Responds to Directors' requests for administrative support as needed.

**QUALIFICATIONS:**

- Excellent organizational skills; ability to multi-task and work independently.
- Strong interpersonal and communication skills, including the ability to consistently be diplomatic, tactful and professional.
- Maintain a positive, team-oriented attitude while managing a heavy workload.
- Must be skilled in the use of software programs such as MS Word, ACCESS, PowerPoint, Excel and desktop publishing.
- Minimum one year office administrative support experience is preferred.
- Some college preferred.

Waterfall Arts is an equal opportunity employer.

To apply, please email a cover letter, resume and list of references to Kat Richman, Director of Finance & Operations: [kat@waterfallarts.org](mailto:kat@waterfallarts.org)