

North Country Center for the Arts Job Description – Administrative Assistant

Department: Business Office
Reports To: Executive Director
Prepared By: Kim Frydman
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Salary Level:
FLSA Status: Non-Exempt
Pay Status: Hourly
YR Status: Part-time, approximately 15 hours/week

Note: This job description shall not be construed as a contract for employment. NCCA is an at will employer.

SUMMARY: The employee in this position provides support for administration staff and departmental managers, serves as a point of contact/information for guests, vendors, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

Greets and directs visitors to appropriate department personnel, responds to inquiries, and takes messages while covering the reception area in the Business Office.

Answers and directs phone calls. Answers email requests regarding general information or directs to the appropriate department.

Performs clerical duties such as copying, faxing and filing; assists Executive Director and Operations Manager with organizing and maintaining filing system.

Processes incoming and outgoing mail; responsible for sorting and distributing mail to appropriate department via mailboxes in the Business Office. Organizes and processes bulk mailings such as the annual appeal, capital campaign, flex pass letter, sponsorship solicitation, event invitations, brochure distribution, flyers, newsletters, and press releases.

Orders and maintains inventory of office supplies (i.e. copy paper, envelopes, toner, tablets, pens, etc.) and arranges for office equipment maintenance, including copier/fax machine and computers.

Composes and types routine correspondence such as thank yous, acknowledgement letters and reminders to donors, sponsors, volunteers, and Board members.

Assists Executive Director with preparation of coupons, forms, and other necessary documents.

Maintains donor database and performs data entry.

Manages Executive Director's calendar.

Makes daily bank deposits.

Assists Executive Director and staff with special projects such as marketing efforts, special events and meetings, newsletters, donor solicitations, and other projects as requested or assigned.

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Responsible for the general operation of the Business Office, including keeping the common areas clean and orderly.

RESPONSIBILITIES TO SAFETY:

1. Protect the safety of self, co-workers, and guests at all times.
2. Report any potentially harmful equipment or situations to immediate supervisor without delay.
3. Report safety-related accidents and incidents at once to immediate supervisor.
4. Follow all company and department safety policies and procedures.
5. Operate equipment in a safe manner that will not lead to injury of yourself or others.
6. Drive in accordance to the law and company policies.

SUPERVISORY RESPONSIBILITIES: There are no supervisory responsibilities associated with this position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be able to multi-task and is expected to meet deadlines on a regular basis. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) or equivalent combination of education and experience. Knowledge of general office procedures: typing, filing, answering phone, taking messages, scheduling appointments and greeting guests. Must have excellent organizational skills.

LANGUAGE SKILLS: Ability to speak effectively before groups of customers and/or employees of organization. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Basic mathematical skills are required. Knowledge of basic accounting practices is preferred.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS: General knowledge of computers. Must be proficient with Microsoft Office (Excel, Word, Outlook); knowledge of ACT! and QuickBooks a plus.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and be able to talk and hear. The employee frequently is required to sit for extended periods of time. The employee is occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include being able to view a computer monitor for up to eight hours per day.

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WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to hot, cold, wet and/or humid conditions, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.