

## **Position: Logistics Administrator**

**Status:** Part-time with potential for growth

**Supervised by:** Executive Director

**Compensation:** Hourly (\$16.50/hr)

**Schedule:** 20-30 hours per week Tuesday– Friday/Saturday, 11:00 am – 5:00 pm

Flexible, but in-person required

Evenings and weekends may be required for various events/projects

**Start Date:** ASAP or June 15, position open until filled

**Role summary:** This individual will work closely with the Executive Director to coordinate logistics with clients for consulting and partnership opportunities as well as manage marketing efforts and other necessary administrative responsibilities.

### **Needed:**

- 2 Professional References and 1 Personal Reference
- Cover Letter
  - Include why you feel you'd be an ideal candidate for this role and a welcomed addition to the ACG team
- Resume and/or CV

### **Responsibilities:**

Administrative: Support with administrative and development tasks: *15-20hrs a week*

- Assist in communication with business partners, artists, and other collaborators
- Draft and gather contracts, agreements, w9s, invoices, and paperwork necessary for partnerships, consulting opportunities, and any non-exhibitions and non-youth art programming initiatives
- Organizing internal and external logistics for one-off events and consulting opportunities
- Managing spreadsheets for consulting projects to track expenses, income, and payments
- Managing inventory and materials needed for consulting projects
- Assist Executive Director with administrative, organizational, and clerical duties
- Assist Development & Membership Manager with grant reporting and paperwork
- Sorting and filing daily mail and monthly "To Be Filed" documents
- Organizing various project folders, ACG files, and Google Drive folders
- Preparing materials for bookkeeper weekly
- Preparing materials for monthly board meetings
- Other duties as needed

Marketing: Coordinate marketing for social media, weekly e-newsletters, community calendars, etc. *(no design work required) : 5-10hrs a week*

- Draft written content creation, proofread, and manage social media calendar
- Proofread and prepare written content for marketing materials, including press releases, social media posts, project announcements, etc.
- Manage the email database system (MailChimp) and draft weekly e-newsletter
- Maintain targeted audience lists and create targeted emails
- Ensure contact lists are accurate and succinct
- Update and distribute a monthly calendar of events in various community calendars, as well as reach out to contacts to promote PR and opportunities to current and unique audiences
- Oversee general website maintenance and updating for quality assurance

**Essential skills: (if you thoroughly enjoy all these, this job may be for you!)**

- Interest in art and artwork
- Proactive problem-solving
- Attention to detail
- Time and project management
- Multitasking
- Technological troubleshooting
- Proofreading, editing, and writing

**Minimum Qualifications:**

- Associate's or Bachelor's degree in Business Administration, or related field and/or minimum of 3 years of related experience in an administrative support position
- 1 year of related experience in an administrative support position
- Interest in art and respect for artwork
- Experience with proofreading, editing, and writing
- Exceptional attention to detail and organizational skills
- Excellent analytical thinking and creative problem-solving skills
- Superb interpersonal and customer service skills to work with key audiences including patrons and artists
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel & PowerPoint) and Google Drive Suite (Docs, Sheets, etc)
- Ability to communicate and work well with others of varying skills and knowledge
- Ability to work independently or collaboratively on assigned responsibilities
- Ability to work in a fast-paced environment

**Preferred Qualifications, Skills, and Abilities:**

- Strong understanding and/or experience with CRMs, relational databases, business operations, and data tracking
- Appreciation for being organized
- Prior experience with a non-profit organization
- Past experience with social media management

ACG is committed to creating a diverse, equitable environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged and welcomed to apply however you identify in regard to your race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ability, age, veteran status, etc.

**LONG TERM GOAL with increased hours would increase responsibility of: CRM entry and data management 15-20 hrs a month**