

JOB DESCRIPTION

Front Desk/Administrative Assistant

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Date: October 1, 2021

Reports to: Director of Operations (Kym Mabee)

Status: Part-Time/Temporary

(8-12 hours per week October/November 19, 2021 [2-6pm])

(20 hours per week November 22- January 28, 2022 [2-7pm])

Compensation \$15

River Tree Arts is seeking a part time front desk assistant to help with a variety of administrative tasks. This person will be the first point of contact for our customers. Additionally, this position provides a broad range of administrative, computer, and customer support for the organization.

Essential Duties

1. Provides general support to customers, attend to walk-ins, manage phones, greet and direct anyone entering / leaving the building, be observant of all classes in progress and pick up / drop off processes especially for children's classes.
2. Acts as manager on duty and main point of contact for students and faculty while at the desk.
3. Performs basic office duties including filing and tracking of forms, assisting with bulk mailings, answering phones and addressing questions from customers.
4. Responds to telephone and electronic communications from both faculty and community with professionalism. Prepares correspondence, email communications, and spreadsheets.
5. Learns our CRM computer software (Neon) to register students, process payments, issue receipts, and answer questions.
6. Uses Google Drive to work with google docs, spreadsheets, and calendar for a continuous sharing of information amongst staff.
7. Maintains and organizes building supplies/materials by attending to deliveries, organizing and sorting materials and supplies throughout the building as needed.
8. Helps with decorative and creative additions to the building including bulletin boards, holiday decorations, and other avenues as needed.
9. Provides general assistance to Directors (Cathryn / Kym) as needed.
10. Has flexibility in working additional hours, if available, for special events such as dance recitals, theater productions, etc. Some of these events will be offsite.
11. Is creative and expressive with new ideas to help the organization grow and flourish within the community.

Required Skills and Qualifications

- Preferred experience working as an Administrative Assistant or similar position.
- Excellent interpersonal skills with the ability to effectively interact with customers and staff at all levels.
- Proficient computer skills including: emails, Google Drive
- Excellent organizational skills including ability to prioritize and coordinate multiple tasks.
- Excellent written and verbal communication skills including professional phone etiquette.
- Able to coordinate several projects to a successful completion with little or no supervision.
- Responds promptly to shifts in direction, priorities and schedules.
- Uses sound judgment and problem resolution skills, often makes decisions in supervisor's absence.
- Thinks strategically and creatively and is proactive.
- **Applicants must be 18 years of age or older.**

Please send your resume and cover letter to cathryn@rivertreearts.org

Thank you for your interest in working with River Tree Arts!