

# Art Association of Jackson Hole

<b>Job title</b>	<i>Administrative Assistant</i>
<b>Reports to</b>	<i>Director of Finance &amp; Operation</i>
<b>Classification</b>	<i>Full-Time Non-Exempt</i>

## **Job purpose**

Administrative Assistant's duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports departments through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices, and procedures.

Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Create a strong volunteer program and foster those relationships to ensure volunteers are able to support the organization's needs.

## **Duties and responsibilities**

- Recruit, Coordinate, and Train volunteers for various positions throughout the organization
- Support Director of Education & Studios with registration data input
- Support Director of Development & Marketing with donor data input
- Suggest improvements in processes and policies in support of organizational goals
- Work with the Director of Finance & Operations to assist in recruitment, training and accountabilities for staff.
- Support Director of Finance & Operations in accounts payable, accounts receivable, and payroll data input
- Support Director of Finance & Operations as needed to ensure the organization is operating smoothly and efficiently

## **Qualifications**

Qualifications include:

- Bachelor's Degree
- Employee management skills
- Ability to multitask
- Strong attention to detail
- Strong conflict resolution techniques
- Spanish speaking a plus

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## **Working conditions**

Salaried nonexempt employees receive a salary rate for a fixed number of hours. However, when they exceed the fixed number of hours and work more than 40 hours in a week, they receive overtime compensation. A non-exempt employee is entitled to pay at the rate of one and one-half times their regular rate of pay for any hours worked in excess of 40 hours a work week.

## **Physical requirements**

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 50 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat.

<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed</i>