

Rockford Area Arts Council

Senior Administrative Assistant – Full-Time

NATURE OF WORK

The position of Rockford Area Arts Council Senior Administrative Assistant is a full-time administrative position that serves Arts Council members and the Rockford Region by performing the administrative, community relations, and communications work required to assist the Rockford Area Arts Council executive and senior management team.

RESPONSIBILITIES

- Serve as the 'point-person' for the Art Council's first contact with its members and the community, and planning, coordinating, and scheduling administrative functions
- Schedule meetings and take detailed notes, when assigned
- Manage calendars and meeting schedules of executive and senior management team by coordinating movement of scheduled events to avoid scheduling conflicts
- Develop and maintain the office's physical and electronic filing systems
- Prepare and coordinate communications with membership and the community at large regarding Arts Council events, programs, and opportunities
- Collate and distribute incoming mail
- Coordinate program calendar, communications, and information for Arts Council programs, as designated by the Director of Programming
- Purchase supplies for the Arts Council office, programs, and initiatives
- Update Arts Council online events calendar based on organization notifications and social media and internet research
- Research conferences and other events that may be relevant for executive and senior management team
- General project support for all Arts Council programs and initiatives

JOB SKILLS AND REQUIREMENTS

- Attention to detail
- Communication skills
- Strong organizational skills
- Effective time management skills
- Proficiency in Word-Excel-PowerPoint, and basic e-communications
- Ability to lift up to 40 lbs

DESIRED QUALIFICATIONS

- Project management experience
- Bilingual a plus (Spanish)
- Excellent writing skills
- Highly adaptable to a high-paced environment with frequently changing priorities

EDUCATION AND EXPERIENCE

Graduation from an accredited 2 or 4-year college/university or equivalent, relevant work experience

SALARY AND BENEFIT RANGE

Pay range is \$35,000-42,000, commensurate with experience