



Administrative Assistant Job Description

We are seeking a part-time administrative assistant to join our small community art center staff. The ideal candidate is efficient, detail-oriented and skilled in developing and maintaining workplace and customer relationships.

About Our Workplace: The Willamette Art Center is an artists' oasis tucked amidst the oaks of the Oregon State Fairgrounds. It is Salem's only community art center for hands-on activities and ceramics. The Willamette Art Center's programming, services and activities revolve around three main areas: art education and promotion, art opportunity and the betterment of the community through art. These services and activities are accomplished by offering exciting classes, workshops and studio workspace, the Artisans' Village at the Oregon State Fair, Family Clay Sundays and the Empty Bowls sale to benefit Marion Polk Food Share.

Job Responsibilities:

- Maintains and updates class schedules, posts classes and workshops on website, trouble shoots user problems.
- Provides administrative support to ensure efficient office operations.
- Maintains physical and digital filing systems.
- Responds to emails and other digital queries and correspondence.
- Drafts and edits letters, reports, and other documents.
- Inputs and updates information in databases and spreadsheets.
- Uses word processing and presentation software to create and edit documents.
- Operates and maintains office equipment
- Works with maintenance staff and outside vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Researches as requested and compiles and summarizes information for reports or presentations.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ensures that deadlines are met and adapts to changing priorities.
- Presents a positive and professional image for the organization.
- Possibility of expanded hours to cover volunteer coordination in 2025, subject to board approval.

Work Hours and Benefits

Job is part-time at 40 hours a month with the possibility of some remote work.

- Access to studio during open studio hours
- Ability to audit one class and one workshop each year
- Extension of monitor benefits (20 percent off clay, classes or workshops)

Pay: \$22.50 an hour

Skills

- Digital literacy and research skills, including the ability to analyze the reliability of information
- Familiarity with standard office platforms, such as Microsoft Office and QuickBooks
- Data management and entry skills, including the ability to maintain and improve filing systems
- Accurate record keeping
- Written communication skills
- Time management, multitasking, and flexibility
- Organizational skills
- Accuracy and attention to detail
- Interpersonal skills, professional and courteous demeanor, excellent office and phone etiquette, and the ability to diffuse tense situations

Preference for applicants with experience in:

- InDesign CS6; Adobe Acrobat Pro
- Dream Host/Word Press/Website
- QuickBooks Online
- Square Online
- MailChimp
- Box
- Qgiv
- Google Workspace

Education, Experience, and Licensing Requirements:

- High school diploma or equivalent, associate's degree a plus
- Past administrative experience or tenure in an office setting a plus

To apply submit a resume and cover letter to lisa@willametteartcenter.com. Feel free to contact us with questions at 503-365-3911.