

## **Job Description**

### **Administrative Assistant Off-Leash Area**

#### **Experience**

Minimum of 2 years general office experience.

#### Office Software Experience (with these or similar software and platforms)

Experience with FilemakerPro database, Mailchimp email platform, Quickbooks, Weebly/Wix or other 2<sup>nd</sup> party web platform, Word, and Excel; Familiarity with social networking sites and their use in marketing. Experience with grant writing a plus though not necessary.

#### Working Profile

Ability to organize and prioritize responsibilities, create and follow a calendar of responsibilities, manage details, communicate clearly and directly, strong creative writing skills, and work professionally in an informal atmosphere with a flexible schedule.

#### Hours and Pay

The Administrative Assistant will work an average of 5-6 hours per week. Hours are flexible. Min pay starting at \$16/hr.

The Administrative Assistant will be working mainly in the home office of the Artistic Directors of the company (owners of a friendly dog), with some off-site work possible.

#### **Tasks and Responsibilities:**

- Data Maintenance - update information in FileMakerPro
- Marketing - create and send monthly e-newsletters and email blasts for productions and events, press releases, working with the Artistic Directors on writing the copy; update and maintain social networking sites (FaceBook, Twitter, mnartists.org, etc); update website
- Financial – track donations, enter cash disbursements and receipts in Quickbooks
- Support the organization with other administrative tasks as needed
- Attend bi-monthly board meetings and take minutes