



## **Kings Art Center Administrative Assistant Job Description**

Under the general supervision of the Executive Director, this position provides a variety of support services, manages office operations, volunteer and paid staff, and assists with program development and delivery. Requires excellent customer relations skills, knowledge of office systems, procedures, computers and facility management.

### **QUALIFICATIONS:**

- Proficient at MS Office applications (Word, Excel, Outlook, etc)
- Basic bookkeeping and record keeping (especially QuickBooks accounting software)
- Excellent interpersonal and phone skills
- Strong verbal and written skills
- Demonstrated commitment to serving internal and external clients
- Self-motivated takes initiative, ability to learn quickly
- Professional appearance and demeanor
- Strong organizational skills and attention to detail with emphasis on accuracy and quality
- Ability to manage multiple responsibilities with changing priorities
- Knowledgeable in website maintenance
- Ability to develop and maintain office and file systems (paper and electronic)

### **RESPONSIBILITIES:**

- Oversee office administration, including filing system, equipment and facility.
- Perform administrative duties to support daily business activities
- Assist in recruiting, selection and coordination of volunteers.
- Provides administrative support to the Executive Director, Executive Cabinet, Board of Trustees and auxiliary groups as appropriate
- Drafts minutes of meetings of the Executive Cabinet and Board of Trustees
- Prepares routine correspondence, meeting materials, newsletters and other documents
- Maintains and controls office supply inventory
- Greet and engage visitors to the Kings Art Center
- Maintains and updates organizational documents, lists and manuals.
- Answers incoming calls
- Reads and replies to incoming e-mails and voice mail
- Updates website and Facebook page
- Assists with bookkeeping and runs financial reports as directed
- Oversee vendor contracts for services
- Other duties as assigned.

### **EDUCATION/EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent; some college preferred.
- 2 years of work experience in an administrative support position in an office.
- Non-profit experience, working with volunteers and/or marketing experience preferred, but not required.

### **HOURS/SALARY:**

Wednesday through Friday 10:30 – 4:30 with occasional additional hours for special events and meetings, including evenings and weekends. \$11.00/hour. 1 year position subject to renewal.

**TO APPLY:** Send resume and cover letter to:

[director@kingsartcenter.org](mailto:director@kingsartcenter.org)

OR

Administrative Assistant Position  
Kings Art Center  
605 N. Douty St.  
Hanford, CA 93230

**DEADLINE: MARCH 30, 2012  
NO PHONE CALLS PLEASE**