



Position Title: Administrative Assistant – Volunteer and Community Outreach

Reports To: Executive Director

FLSA Status: Non-Exempt

Job Type: Part-time (20 Hours)

Salary: \$15/Hour

Housed in a historic Carnegie Library, the Anton Art Center was founded in 1969 by a group of local women to provide arts education and exhibition opportunities in Mount Clemens. Fifty Five years later, we work to continue these traditions and have expanded our programming to include off-site outreach, art-making activities, and public art creation.

Additionally, the Anton Art Center offers a wide array of programs appealing to diverse audiences in order to provide support for the arts, become a focal point for arts and culture in the community, and to work toward inclusion, diversity, equity, and access in all that we do.

The Art Center's mission is to provide access to experiences that enrich all people through creative expression. Our vision is to be the Center of creativity.

Position Summary:

The Administrative Assistant – Volunteer and Community Outreach supports the Anton Art Center by assisting the volunteer program and supporting and contributing to the organization's social media presence. This role includes recruiting, training, and scheduling volunteers while also developing and implementing social media strategies to engage the community and promote events, programs, and exhibitions.

Essential Duties and Responsibilities:

1. Support volunteer recruitment, screening, training, and scheduling to meet the needs of programs and events.
2. Assist with the coordination and maintenance of a volunteer database, making reminder calls, and tracking volunteer hours.
3. Support the planning and execution of volunteer appreciation and recognition activities.
4. Develop and post engaging social media content to promote the Center's mission, events, and initiatives across platforms.
5. Assist with the monitoring of social media channels, respond to inquiries, and engage with the community.
6. Provide reports on social media metrics to improve outreach and engagement strategies.
7. Collaborate with staff on promotional campaigns, email marketing, and website updates.
8. Support general office tasks such as answering phones, greeting visitors, and organizing supplies.



9. Assist with event planning and program logistics, providing volunteer and social media support as needed.
10. Provide support to Art Market/Retail space, including customer service, inventory, market coverage, and processing payments.
11. Process receipts for events, programs, market purchases, and registrations.
12. Perform opening and closing duties.
13. Perform other duties as assigned.

Qualifications:

- Strong communication and organizational skills.
- Proficient in social media platforms, content creation, and analytics.
- Experience with volunteer coordination or related fields.
- Familiarity with Google Suite, Adobe Suite, Canva, Wix, Point of Sale systems (Clover preferred) is a plus.
- Ability to work independently and as part of a team in a fast-paced environment.

The Anton Art Center is open Tuesday- Saturday, 10:00am-5:00pm. Some evening and Sunday hours will be necessary for events and programs. The Administrative Assistant – Volunteer and Community Outreach will share a rotating schedule with the Administrative Assistant – Fund Development and Finance Support.

To Apply:

To send resume and cover letter to mmatthews@theartcenter.org