



Anton Art Center  
Job Description

Job Title: Administrative Assistant  
Department:  
Reports To: Executive Director  
FLSA Status: Non-Exempt  
Prepared By: Anton Art Center  
Prepared Date: 01/10/2024

**SUMMARY**

Provides general office support with a variety of clerical activities and related tasks. Will be responsible for answering incoming calls, directing calls to appropriate associates, coordinating and supporting all programs with administrative and program related tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Answer phones, assist callers and/or direct callers to the appropriate associate. Will take messages and/or transfer calls to an associate's voice mail when associate is not available.
2. Greet and assist guests in a professional and friendly manner.
3. Monitor and update volunteer needs with staff and Volunteer Coordinator; make reminder phone calls to volunteers.
4. Keep general office area and volunteer room maintained and organized.
5. Take class registrations and payments; prepare class roster documents.
6. Complete assigned data entry tasks, including processing sales and entry fees and assisting with database management.
7. Receive, sort, and forward incoming mail. Assist staff and volunteers with mailings.
8. Assist with other clerical duties such as photocopying, emailing, mail merges, and filing.
9. Provide support to staff members in completing administrative and program related tasks including running reports, ordering supplies, making bank deposits, event planning, and promotional activities such as assistance with marketing materials, social media, and electronic sign updates.
10. Miscellaneous duties include (but not limited to): shredding old files, assisting with file organization, assisting with attic organization, ordering supplies, and organizing supply areas.

**QUALIFICATIONS**

To perform this job successfully, an individual must be flexible, self-motivated and detail oriented. The requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION and/or EXPERIENCE**

Computer experience must include Microsoft Office products and the ability to learn and adapt to new software with minimal training. Additional programs that would be helpful to know: Adobe Suite, Donor Perfect, Quickbooks, Clover Point of Sale System, Canva

**LANGUAGE SKILLS**

Ability to read and interpret general business materials and write correspondence. High attention to detail and highly organized with deadline driven preparedness. Ability to speak effectively with employees, vendors, sponsors, supporters and customers of the organization. Professional demeanor, dress, language and conduct in all communication and interactions when representing the Center.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

**PHYSICAL DEMANDS**

While performing the duties of this job the employee is regularly required to sit, walk, stand, talk, see and hear. Some lifting may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment is a general office environment. The noise level is quiet to moderate. Occasional driving is required of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Issued to (signature): \_\_\_\_\_ Date: \_\_\_\_\_