

ART CENTER EAST - Job Description

Job Title: Administrative Coordinator

Job Summary

We are looking for an organized, analytical Administrative Coordinator with exceptional communication and problem-solving skills to handle office duties and analyze and optimize Gift Gallery operations. The Administrative Coordinator will answer and route calls, guide visitors to the appropriate parties, field interdepartmental communications, and perform office tasks, including answering emails, delivering or responding to mailings, and maintaining customer records. The Administrative Coordinator will also analyze office processes and policies, develop creative solutions to problems, answer questions, and take part in financial planning and decision making.

To succeed as an Administrative Coordinator, the individual hired should be committed to providing attentive support for internal and external parties and ensuring consistent, efficient operations. The Administrative Coordinator should be courteous, analytical, proactive, and organized.

Hours: 20 hours/week

Compensation: \$14/hour

Reports to: Executive Director

Responsibilities & Duties

- Oversee Retail Gallery space - recruit artists, schedule rotation of artworks; market and track inventory; track payments to artists, etc.
- Maintain current open hours - Wednesday - Friday noon to 5 pm and Saturday 10 am to 2 pm, with a few evening events post-pandemic and some back-up for artist lock-out
- Provide customer service - field phone calls, write correspondence, greet visitors, make appointments, connect community to ACE's programs and resources
- Recruit members, donations, teaching artists
- Maintain records, including filing, data entry, and reporting.
- Tend the facility - restock materials, bathrooms, and studios; dust mop; organize snow removal and grounds maintenance; prepare for exhibits
- Assist with post-pandemic special events (fundraisers, informational booths, etc.) that publicize the organization to the community
- Run errands
- Supervise volunteers and interns

- Handle other administrative duties and special projects

Qualifications & Skills

Education

- Bachelor's degree or equivalent experience

Customer Service

- 2+ years experience working in a busy office environment
- Experience in the administrative support field
- Attention to detail, high standards and proven ability to manage multiple tasks with shifting priorities
- Professional appearance and courteous manner
- Clear, polite phone voice
- Exceptional interpersonal and written and verbal communication skills

General

- Ability to thrive in a team environment
- Proficiency with computers and office technology and equipment, including, printers, copiers, scanners, Square point of sale.
- Ability to work weekends and occasional evenings
- Creativity and strong problem-solving skills
- Strong task and time management skills
- Basic math skills and understanding of basic financial concepts
- Experience supervising others

Preferred, not required

- Spanish speaking
- Experience working at a nonprofit organization
- Familiarity with Zoom, productivity software and Google drive/doc.s.
- Familiarity with regional arts communities

Salary & Benefits

Hours: 20 hours/week

Compensation: \$14/hour

Reports to: Executive Director

- Staff Discount on Gift Gallery items
- Unpaid holidays off

Application Instructions

Application Deadline: Until filled

To apply, please send the following items:

- **Cover letter that describes why you are interested in working at Art Center East and how your work experience relates to this position**
- **Resume**
- **A sample of your writing (public communications you have written professionally such as marketing, an announcement, or a recruitment letter)**
- **Recommended: three professional references**

Incomplete applications will not be considered.

Applications may be mailed to P.O. Box 541, La Grande OR 97850 or delivered to Art Center East at 1006 Penn Avenue. If submitting electronically, applications must be saved as a single PDF document with [Your Full Name] ADMINISTRATIVE COORDINATOR in the document title. Please email your application to darcy@artcentereast.org. No phone calls or inquiries, please.

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