



JOB POSTING – Administrative Assistant

We are seeking a part-time Administrative Assistant to join our team. As an Administrative Assistant, you will support the organization's daily operations. LowellArts is a non-profit arts organization located in downtown Lowell, MI. The mission of LowellArts is to connect artists and audiences through visual and performing arts.

Responsibilities:

- Provide administrative support to the team, including scheduling meetings
- Assist with event planning and coordination, including scheduling and training volunteers
- Conduct proofreading and editing of documents to ensure accuracy and professionalism
- Perform data entry tasks to maintain accurate records and databases
- Serve as a point of contact for patrons, providing excellent customer support
- Manage incoming and outgoing correspondence, including mail, emails, and phone calls
- Greet gallery visitors, register people for classes, and sell event tickets

Skills:

- Strong organizational skills with the ability to multitask and prioritize tasks effectively
- Proficient in using Microsoft Office (Word, Excel) for document creation and collaboration
- Excellent attention to detail for accurate data entry and proofreading
- Strong customer service skills to provide exceptional, friendly interaction with visitors and phone inquiries
- Must be comfortable with online management tools
- Ability to work independently as well as collaboratively in a team environment
- Excellent written and verbal communication skills

The candidate must have a high school diploma or equivalent, an associate or bachelor's degree is preferred. Previous experience in an office setting with a community arts organization, or other non-profit organization, is desired. Interest in the arts (visual art, music, theatre, or other art forms) is also desired.

This position is 15-20 hours a week. Work schedule is flexible, Tuesday through Friday, 10am-6pm. Some weekends and evenings will be required.

More information about LowellArts can be found at lowellartsmi.org.

To apply, send a cover letter and resume via email to janet@lowellartsmi.org. Applications will be accepted through May 31, 2024.

Job Type: Part-time

Pay: From \$16.50 to \$18 per hour

Benefits: Paid time off

Work Location: LowellArts, 223 W Main St, Lowell, MI 49331