



# Administrative Assistant Job Description

## Reports To:

The Administrative Assistant will report to the Executive Director.

## Job Overview:

The Administrative Assistant plays a vital role in ensuring the efficient operation of a youth arts organization by managing schedules, maintaining accurate records, and facilitating communication between staff, participants, and community partners. This position supports program logistics, marketing, outreach, and office management, contributing to the organization's mission of empowering young people through the arts. By providing essential administrative and operational support, the Administrative Assistant enables the Executive Director and other leaders to focus on strategic goals, curriculum development, and community engagement. This dynamic role is ideal for a detail-oriented individual who thrives in a creative and collaborative environment.

## Responsibilities and Duties:

- Represent NECS and its mission warmly, sincerely, and professionally.
- Coordinate with the Executive Director, Program Manager, and teaching artists to ensure staff and participants have the necessary resources.
- Maintain and update the NECS calendar, schedule appointments, and send reminders.
- Document and maintain office processes, procedures, and program registrant records.
- Update student records and create accurate attendance rosters for teaching artists.
- Manage office operations, including organization, cleanliness, and recycling disposal.
- Assist or lead programs during understaffed periods as needed.
- Support marketing and outreach efforts to the community.
- Assist with planning and executing fundraising events.
- Manage purchases of office and program supplies and equipment.
- Follow cash handling procedures and record receipts and invoices in QuickBooks.
- Deposit checks and ensure accurate financial records.
- Organize and manage documents in Google Drive, ensuring proper storage and accessibility.
- Maintain and periodically update inventory lists of equipment and supplies.
- Review and update program information for website accuracy.

## Qualifications and Other Skills:

- A strong connection to the values and mission of the organization
- Bachelor's degree (preferred, but not required with commensurate experience)
- Office experience, preferably in the arts, education, or community development
- Experienced with Google Workspace, particularly Google Drive, Docs, Calendar, and Sheets
- WordPress experience and web management experience (preferred)
- Some management experience in Social Media Platforms
- Mailchimp experience



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- Organizational skills and attention to detail.
- Strong administrative and clerical skills
- Self-motivation, adaptability, and the ability to plan ahead
- Interpersonal skills, including excellent written and verbal communication
- Bilingual Spanish/English (required)

**Job Classification:** Full-Time, Salaried (Non-exempt)

**Pay Range:** \$45,000 - \$50,000