



PART TIME ADMIN ASSISTANT POSITION

INTRODUCTION:

Art with Heart is seeking an admin assistant to perform supportive tasks for the organization as well as provide general oversight of office needs. This .50 FTE position represents an opportunity to join a team that is making a difference in the lives of youth in crisis.

Art with Heart is a nonprofit whose **mission** is to empower youth in crisis through therapeutic books and programs that foster self-expression. Since our inception in 1996, we have helped over 36,000 youth overcome barriers to mental health services by providing them with therapeutic tools and creative outlets that encourage emotional development and positive transformation. We have pioneered an innovative, effective and sustainable approach to meeting the needs of youth who are hospitalized, marginalized, disadvantaged or otherwise disenfranchised through the creation and distribution of therapeutic books and supporting programs. We are a small 501c3 nonprofit organization located in the invigorating environment of the 2100 Building in Rainier Valley which houses 13 other nonprofit organizations. www.artwithheart.org

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Monitor and answer general email, voice mail, postal mail
- Maintain master calendar of events and volunteer/donor database using Donor Perfect
- Recruit and manage interns and volunteers for events, providing guidance and assistance on an ongoing basis (email opportunities, coordinate background checks, etc.)
- Fulfill requests for information, creating customized informational packets to mail to volunteers, donors, media, etc.
- Prepare for board meetings (reserve space, set up refreshments, copy agendas)
- Maintain and, organize files such as PR articles, reports, presentations, etc.
- Maintain office and event supply checklist, pack for events/tradeshows, help man booths at special events as needed
- Create timely thank you letters/cards for donors, volunteers and event attendees
- Fulfill additional, miscellaneous tasks as needed, such as online research, errands, create supportive documents, coordinate with vendors, obtaining bids when necessary, etc.

QUALIFICATIONS:

- Ideal candidate will have 5 years office management experience, with college preferred. Nonprofit and/or Special Event experiences a plus.
- Computer skills include database management with computer proficiency in Word, Excel and Outlook/Entourage (our office is both Mac and PC based)
- Professional demeanor with superb time management, telephone, communication and client service. Candidate is a team player, with excellent attention to detail and strong organizational skills, accurate typist, good with database management.

HOURS: 9 to 1:15, Monday – Friday , but schedule can be switched to afternoon if necessary. **COMPENSATION:** \$12+ per hour DOE; 1-year contract with option of renewal. **TO APPLY:** Send 1 page cover letter summarizing your experience, along with your resume and professional references to: info@artwithheart.org. Position open until filled; however, *applications received by July 10 will receive first consideration. No phone calls please.*