



The mission of Casa Azul is to promote a healthy community by bringing different cultures and ethnic groups together through art and cultural expression. Casa Azul seeks to inspire growth and self-sufficiency among Latinos in the region by offering to support and promote individual artists and encourage community projects, events and workshops.

Part-Time Administrative Assistant
Casa Azul, sponsored by United Arts Council of Greater Greensboro

DUTIES AND RESPONSIBILITIES

Responsible for the process of member and project donations, and the corresponding thank you process that applies to each donation. Maintain the office environment by answering phones, filing, and performing special projects such as direct mail campaigns, proofreading and editing and other office related work. Participate in special event planning and preparation, along with contacting and managing volunteers.

Performs a variety of Internet research functions and uses word processing, spreadsheets and presentation software. Duties also include fielding telephone calls, filing and data entry. May assist with overflow work from administrative and executive assistants, and fill in for the office receptionist as needed.

Works with internal and external parties to organize the various components needed to initiate, run and conclude projects. Duties include coordinating schedules and activities, placing orders for supplies and services, and tracking progress and results. Position requires excellent communication skills and extensive knowledge of database and project management software.

Develop the organization database:

- Input memberships into Access database, make routine address changes
- Prepare thank you letters (new members, memorials, etc.)
- Prepare mailing lists, labels and donor reports for newsletters, Annual Report, special events and as otherwise required

Organizational/Membership Development:

- Assist with development and implementation of direct marketing solicitations and membership mailings

Office Management:

- Maintain office filing and storage systems
- Keep filing/document management system for electronic and paper documents organized

- Monitor and order office supplies
- Distribute/file all incoming mail
- Perform errands that assist daily functions: post office, bank, Staples, Kinkos, etc.
- General reception duties. Return calls as appropriate, usually per request

Board of Directors Assistance:

- Research, typing, correspondence, faxes and filing
- Prepare Board Manuals for new Board Members and annually update manuals
- Keep updated Board contact list and assist with Board mailings communications.
- Maintain up-to-date press contact list and distribute press releases
- Assist with production of Annual Report, newsletters, and other publications
- Event planning and implementation: assist in all aspects of event planning and implementation
- Assist with creation of flyers, special event notices, tickets, press releases, etc.
- Assist at events, including setting up, braking down and other tasks as needed
- Perform clerical duties for events (RSVP lists, task lists, auction lists, thank you's, etc.)
- Assist with creation of displays.
- Perform other tasks as identified by the Board of Directors

Qualifications and Skills:

- Previous experience in an office setting required.
- Experienced administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude
- Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and other commonly used software
- Access Database skills would be a plus
- Good internet skills, including use of e-mail programs and group messaging
- Organizational skills and record keeping (attention to detail is critical)
- Cheerful presence and people skills
- Self-starter who can work independently
- Skill in establishing priorities and manqaging workload
- Ability to follow directions

Requirements:

- Bilingual-Spanish English, written and verbal fluency
- Word, Excel, 45+ wpm

Duration:

- Through June, 2012

Pay Rate:

- Part-Time, No Benefits, \$12-\$14 per hour
- Approx. 10 hours a week
- Previous experience in non-profit organization desired

Submit resume and cover letter: United Arts Council/Casa Azul, 200 N. Davie Street, Suite 201, Greensboro, NC 27402