

Administrative Associate

- Reports to Executive Director
- Up to 30 Hours per week, non-exempt position with flexible hours
- Occasional evening and weekends as required

Job Function

The Administrative Associate is responsible for daily administrative operations, including meeting scheduling and logistics, limited HR duties working with outside HR management team, front desk duties, and general administrative support to the Executive Director.

Duties and Responsibilities:

- Manages personnel logistics, including staff-leave tracking, scheduling, and collecting and submitting weekly timesheets for hourly staff
- Contributes to correspondence with and scheduling of meetings for Board of Directors, committees, staff, artists, vendors, and donors
- Maintains up-to-date committee and board meeting materials, minutes, and notes
- Shares front desk support with visitor services, which includes greeting and directing visitors, answering and directing incoming calls, and multi-tasking in a busy environment with lots of interruptions
- Provides administrative support to the Executive Director, including purchase payment requests and other tasks
- Oversees contracts and insurance renewals and/or claims
- Inventories and purchases supplies for events, meetings, and receptions
- Provides assistance to other departments or staff as assigned

Requirements

- High level of organization; excellent written and verbal communication skills
- Proficiency with Microsoft Office
- 3 years of related experience, including organization, coordination, and performance of duties at an independent/ responsible level
- Ability to take initiative in executing and improving upon existing systems and programs
- Ability to manage multiple projects simultaneously
- Positive, engaging demeanor
- We are a small staff, and willingness to jump in and assist any department or staff member is essential!

How to Apply:

Go to https://crafthouston.formstack.com/forms/administrative_associate to complete the online employment application and upload a cover letter, current resume, and three references by **October 20, 2021**. Applications will be reviewed as they come in, so early submission is encouraged.