



Job Description: Artist Boat Inc.
Title: Administrative Assistant
FLSA Status: Hourly Non-Exempt \$16.00 to \$18.00 an hour dependent on experience – Ability to advance
Reports to: Executive Director

Job Purpose: The Administrative Assistant is expected to develop or have a strong foundation in best management practices for nonprofit management. This position supports the Executive Director (ED) to foster and maintain Artist Boat's growth through daily internal and external administration of the organization's offices, assist with the functions of the development and marketing office, lead on-the-ground outreach and development event planning, and assist with proper data entry and data management of donor and grant data bases. The purpose of this job is to provide administrative assistance to the ED and development office to answer phones, organize files, create correspondence (internal and external), prepare requested reports and documents, procure office and facilities equipment or supplies, provide clerical skills (manage the ED calendar, sort mail and email, and communicate on the behalf of the ED), assist the ED in event and meeting planning, plan weekly staff meetings, prepare for monthly committee meetings, and assist specifically with data entry for advancement of donor procurement and retainment.

Personality: Candidate must be intrinsically motivated, results-oriented and possess a positive outlook; must demonstrate positive and professional communication at all times with the Executive Director; should be a natural forward planner who critically assesses own performance as well as organizational performance; should be mature, credible, and comfortable in dealing with people at all levels; reliable, tolerant, able to get on with others and be a team player; driven to develop professionally and seek out opportunities for professional development; committed to clear communication with the ED; committed to taking care of any tasks that leverage the ED's ability to garner resources, donors, and partnerships for Artist Boat; and consummate professional holding the confidentiality of the Executive Director at all times.

Essential Function:

Provide ongoing administrative support required for the successful function of the key focus areas for the ED (office and human resource administration, development and fundraising, outreach and marketing, and programs).

- Prepare meeting agendas; Record, transcribe, and distribute minutes of meeting minutes; and notifications for subcommittees and staff meetings.
- Manage and maintain executives' schedules, appointments, calendar, and travel arrangements.
- Answer and screen telephone inquiries, take and route messages, and record information for proper notification to correct employee or party; and monitor, screen, respond to, and manage incoming communications.
- Maintains employee files and assist with human resources management; communicate with insurance companies and update benefits/policies.
- Prepare expenditure and expense report for Executive Director.
- File and organize office of Executive Director and development offices.
- Perform data entry and data base management functions.
- Assist with thank you letters and tax letters to donors.
- Plan and procure resources for maintaining the offices and facilities and technology (including getting bids and planning logistics of repairs or installations).
- Assist with special projects as requested.
- Prepare for new employees and set up new employees (inclusive of training schedule for duties of their job).
- Foster and maintain a professional atmosphere among employees in the office.
- Prepare and edit correspondence, communications, presentations and other documents for the Executive Director as requested.
- Develop and implement daily, weekly, monthly, qtrly, and annual schedule for administrative functions and tasks.

Complexity and Problem Solving:

- Ability to provide project support and assist the Executive Director on multiple assignments at one time.



- Ability to work and thrive in a high-visibility and fast paced, sometimes stressful environment, and assure swift communications with the ED.
- Ability to maintain complex calendar and project management lists.
- Ability to manage marketing and special event budgets.

Discretion / Latitude / Decision Making:

- Ability to recommend wise decisions based on analysis, wisdom, experience, and sound judgment.
- Ability to learn and acquire knowledge and skills related to administrative and office management, file organization (hard and electronic), and executive functions.
- Ability to act independently.
- Ability to maintain confidentiality.

Communication/ Interpersonal Skills:

- Ability to build and maintain constructive and effective relationships with staff, board members, partners, and various outside individuals/organizations while accurately representing the philosophy of the Executive Director.
- Ability to work effectively in high-tension situations and maintain composure under pressure.

Working Conditions/Physical Effort:

- Ability to work long hours and weekends when needed.
- Ability to manage time and keep a calendar
- Be able to utilize personal cell phone to communicate.
- Coordinate major fundraising events with the Executive Director and committee volunteers.

Qualifications: The ideal candidate will possess the following qualifications:

- 1 to 2+ years of experience or equivalent work experience as an administrative assistant.
- Professional experience in a nonprofit or small firm setting.
- Ability to use existing technology to achieve desired results. Familiar with administrative software.
- Ability to manage/maintain databases.
- Highly detail-oriented administrative skills, including thorough record keeping for legal and financial administration and for reporting to government and private funders.
- Passionate commitment to environmental and arts mission-driven organizations.
- Exceptional project management skills, with the ability to set priorities, plan tasks, and manage multiple projects simultaneously with strong attention to deadlines.
- Reliable, personable, and outgoing, able to work independently while part of an interrelated, small team environment.
- Advanced skills in Microsoft Office Suite and database management, and online research skills. High comfort level with **Mac** operating systems. Able to type at a professional and efficient pace.
- Exceptional Writing Skills.
- Advanced Microsoft word & excel skills.

Please submit application package via SNAIL MAIL to Karla Klay at 13330 Settegast Road, Galveston, TX 77554. The package should include cover letter, resume, college transcripts if degreed, and three contacts or letters for professional references/recommendations. The deadline is June 9, 2021 anticipated start date is June 28 to July 7, 2021. Will interview qualified candidates as soon as full package is received. No phone calls or emails, please as the Executive Director is exceptionally busy and cannot respond to these inquiries. Applications will be reviewed in full and interviewed based on meeting the qualifications described above and submission of complete applications.

Artist Boat is an Equal Opportunity Employer