

Center for Fine Arts Education

Position Description

Job Title: Administrative Assistant – Full time

Reports To: President/CEO for the Center for Fine Arts Education

General Summary: The position of Administrative Assistant provides administrative and clerical support to Center for Fine Arts (CFAE) team members, which include the President/Chief Executive Officer, Director of Operations, Director of Information Services, and Program Coordinators. The Center for Fine Arts Education (CFAE) is a management company that specializes in providing management, finance, planning, and advocacy services for nonprofit associations focused on arts education.

Essential Duties and Responsibilities

- Opening and distributing mail, answering phone, directing calls, updating and creating online member profiles, greeting guests, preparing meeting rooms, maintaining meeting calendars, maintain filing and organizing office;
- Enter checks into check log;
- Track meeting motions via spreadsheet;
- Organize vendor invoices as received via mail or email;
- Assist in the preparation of meetings;
- Assist with planning and logistics for local training and events.

Supervisory Responsibilities

None

Qualifications

- Highly effective verbal, non-verbal, and written communication methods for external and internal audiences;
- Work effectively with a diverse group of people to facilitate cross-division work;
- Strong keyboarding skills;
- Strong office technology skills (phone, P.C., email, cyber security awareness, etc.);
- Strong organizational skills and detail oriented;
- Ability to clear background screen; bondable
- High proficiency in Word, Excel, Google Docs, with some proficiency in PowerPoint;
- Ability to work on multiple tasks and meet goals and deadlines.

Education AND/OR Experience

- Associate's degree in Applied Business or similar degree field;
- Strong/relationship experience required;
- Awareness of Fine Arts Education.

Work Environment

Physical and Other Requirements: To successfully perform the duties of this position, the employee is regularly required to prepare equipment and materials as needed for meetings and conferences. While performing the duties of this position, the employee is primarily sedentary and there is minimal physical exertion required. The position requires manual dexterity and repetitive motion, with reasonable accommodation; and clear speech due to extensive oral communication with the public and co-workers.

This is a full-time position located at the Center for Fine Arts Education offices in Tallahassee, Florida. This is a non-exempt position.

This position description is intended to cover the primary purposes and essential functions of the position. Employees will receive job-related instructions and appropriate training, and be required to perform additional job-related functions requested by the President/CEO.

To Apply:

Please apply through the FSAE Career Center at this link:

<https://careerheadquarters.fsaе.org/jobs/18180329/#expand>