

## **Communications and Administrative Assistant**

ArtReach St. Croix is a non-profit organization whose mission is to connect communities & the arts in the St. Croix Valley. ArtReach supports the work of artists and arts organizations by increasing the art sector's visibility through marketing, partnership opportunities and valley-wide programming. For more information on ArtReach St. Croix, visit [www.artreachstcroix.org](http://www.artreachstcroix.org)

We are looking for a dynamic, hardworking, database-loving person to join our small, committed staff. The Communications and Administrative Assistant must be a self-starter with the ability to work independently and as part of a team. This is a part-time position, providing administrative support and drafting external communications.

Primary responsibilities include:

- 1) Maintaining database (Little Green Light) including generating reports, mailing labels and acknowledgement letters.
- 2) Drafting press releases, e-newsletters, Annual Report and other external communications.
- 3) Assisting with the Annual Fund Campaign and quarterly membership renewals.
- 4) Assisting in the planning and execution of fundraising events, including house parties and the annual fundraiser.
- 5) Drafting communications about sponsorship opportunities and sending support materials.
- 6) Managing bulk mail payments and assisting with postcard and other mailings.
- 7) Staffing the galleries, greeting visitors and answering phones, as needed.
- 8) Supporting fundraising and events, including tracking registrations.
- 9) Contributing to ArtReach's presence on social media.
- 10) Ordering business cards, letterhead and other materials, as needed.
- 11) Managing online profiles and handling other miscellaneous external communications.

Qualifications:

- Nonprofit experience a plus, as is an interest in the arts and the St. Croix Valley.
- Ability to maintain confidentiality regarding donor information.
- Availability on Wednesdays, Thursdays and Fridays (some evening and weekend hours)
- Experience in data entry and database management.
- Proficiency in Microsoft Office. Familiarity with InDesign and Photoshop, a plus.
- Excellent organizational, written, verbal and time management skills as well as attention to detail and follow-through.
- Ability to function in a fast-paced, changing environment and to meet deadlines while simultaneously working on multiple projects in different stages.
- Must be dependable, flexible, friendly, professional and able to work effectively in a small, nimble nonprofit setting.

Part-time, approximately 10-15 hours per week at \$14/hour to start. Flexible scheduling and paid time off (prorated) for personal/sick time. To apply send a cover letter and resume to Heather Rutledge, [heather@artreachstcroix.org](mailto:heather@artreachstcroix.org) by March 11. No phone calls please.