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

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 by March 11. No phone calls please.