



**Employment Opportunity:
Administrative Assistant**
December 2018

The Charlevoix Circle of Arts is seeking an Administrative Assistant for a multifaceted and growing arts organization in northern Michigan. We are looking for an individual who is goal orientated, flexible and comfortable being a member of a team. The ability to multi-task, while managing administrative support is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized. This is a salaried, full-time position with benefits reporting to the Executive Director.

Responsibilities:

- Work as the Administrative Assistant to the Executive Director
- Working as support staff for the Dorothy Gerber Strings Program
- Manage the front desk operations including volunteer training, registrations and sales
- Assist with overall programming, events, fundraising and development
- Work on general accounting and reporting
- Work with CCA committees on various programs
- Be available to work on special events including concerts, openings and fundraising

Requirements:

- Bachelor's degree preferred
- Working knowledge of QuickBooks software
- Proficiency in MS Office with expertise in Microsoft Word, Publisher and Excel
- Demonstrate outstanding interpersonal and communication (oral and written) skills
- Detail oriented and comfortable working in a fast-paced office environment
- Superior organization skills and dedication to completing projects in a timely manner
- Demonstrate a willingness to be a flexible and committed team-member of the Charlevoix Circle of Arts staff, board of directors and volunteers

Please submit a cover letter, letters of reference and a current resume to:

Gail DeMeyere

Executive Director, Charlevoix Circle of Arts

gailcvxcircle@gmail.com