

JOB DESCRIPTION



ADMINISTRATIVE ASSISTANT

REPORTS TO: Administrative Director
HOUSED IN: Administration Department

SUMMARY:

TRAHC invites applications for the position of Administrative Assistant. This position plays a critical role in supporting the strategic goals, funding acquisitions, communications, and daily operations of TRAHC alongside the Administrative Director and Executive Director. The Administrative Assistant is responsible for: assisting administrative projects with attention to detail and confidentiality; regular coordination of the organizational calendar; internal communications for staff needs and unity of purpose between departments; nurturing key partnerships and public relationships through professional and prompt service; supporting membership & donor engagement, stewardship and retention through event assistance and follow-up communications; ensuring quality and consistency of all content; increasing public awareness of TRAHC's mission of "*Growing people and community through the Arts*" and program activities through social media engagement; ongoing research and evaluation of supplies & office practices for best management of funds and efficiency of operations.

ESSENTIAL FUNCTIONS/PROGRAM AREAS:

Administration -

- Assist with Human Resource documents and procedures with attention to confidentiality & detail
- Keep directories and organizational records up to date and accessible for interdepartmental use
- Collaborate with Rental/Volunteer Coordinator to keep organizational calendar current and staff apprised of TRAHC wide activity
- Document, track and assist Board, Donor, Membership, Volunteer & Staff appreciation
- Assist TRAHC events, meetings and outreach activities via reservations and set-up arrangements
- General office assistance, such as: editing correspondence, filing systems, mail courier, scheduling annual equipment inspections, coordination of invoices & purchase orders, inventory/order office supplies, backup receptionist, etc.

Funding/Grants Development

- Research available funding sources
- Monitor applications & reporting schedules to meet deadlines
- Interdepartmental data collection and assembly for applications/reports
- Develop/maintain organized filing for staff access and attention to record retention schedules

Communications

- Assist external communications with Board of Directors, Individuals / Corporate Members, Community Partners, In-Kind Donors, Memorials/Honoraria, Volunteers, etc.
- Maintain and increase general promotion and public awareness of TRAHC mission/programming via social media

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS:

The ideal candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, ability and skill required.

EDUCATION AND/OR EXPERIENCE

- Minimum qualifications include: High School Diploma.
- Computer proficiency in using Mac platform; Microsoft Office Suite essential;
- Experience with Google Suite and common social media (Facebook, Twitter, Instagram, YouTube, etc.), grant writing, contract editing, and/or non-profit administration a plus.

CERTIFICATES, LICENSES

Candidate must possess a valid driver's license.

LANGUAGE AND MATH SKILLS

Utilizes strong written, literary and communication skills. Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals.

OTHER

This position requires excellent interpersonal skills, professionalism, problem-solving, collaboration, time management and organizational skills. Light to moderate lifting is required. Candidate must be a self-starter who takes the initiative to start projects, keep department advised on progress, and complete tasks independently.

HOW TO APPLY:

Applications are available at www.trahc.org/employment.

Please complete and submit along with cover letter and resume to artsinfo@trahc.org.

ORGANIZATION:

Incorporated in 1977, the Texarkana Regional Arts & Humanities Council, Inc. (TRAHC) is a private non-profit Local Arts Agency serving a 100-mile radius in four states. TRAHC's mission is to *grow people and community through the arts* with the core values of: *artistic excellence, accessibility, education, participation, service to and involving the community, collaboration, leadership, organizational innovation and pride of place*. TRAHC works in the Four States Area through a myriad of programs and services. In 1981, TRAHC was commissioned by the City of Texarkana, Texas as the managers and performing art programmers of the Perot Theatre. In 2012, TRAHC applied to continue this relationship with the City and the Perot Theatre Management Company (PTMC) was established.

Since 1989, TRAHC has committed itself to developing and implementing ArtsSmart, a comprehensive arts education program designed to tap the potential of the arts for creating educational excellence. Reorganized in 1995 as ArtsSmart II, the program has experienced phenomenal success by focusing on whole faculties for creating culture shift. In 2003 the US Department of Education awarded one of its prestigious Innovation and Dissemination grants to support the further development of ArtsSmart as a national model for tapping the potential of the arts for educational excellence. In 1992, TRAHC completed renovation of the historic 1909 era Federal / Bowie County Courthouse into the Regional Arts Center. TRAHC was given its first property in 2008, Arts On Main at Stewart Title at 218 Main St, where the community experiences hands on art classes.