

DATE: December 22, 2021

REPORTS TO: Executive Director

POSITION TITLE: Front Desk/Administrative Associate

POSITION PURPOSE

The Front Desk/Administrative Associate for Cuyahoga Valley Art Center will be the first point of contact for our patrons. Additionally, this position provides a broad range of administrative and database support for the Executive Director and Faculty.

ESSENTIAL DUTIES

1. Greets CVAC visitors and guests – direct them to the appropriate programming.
2. Performs scheduling tasks including calendar coordination; reserve classrooms; assist with teleconference services; select catering; and assemble class attendee packets.
3. Prepares correspondence, email communications, and excel spreadsheets.
4. Maintains Membership & Mailing database contacts and creates export lists for merging (i.e. roster and name tags).
5. Collects and reconciles reimbursement requests for payments.
6. Reconciles monthly corporate credit account for payment.
7. Creates invoices (electronic/written) for CVAC registration fees and collects payments. Supports accounting with annual review.
8. Maintains meticulous class/workshop/ and event books.
9. Maintains cleanliness and the restocking of items at the front desk, and in the classrooms, bathrooms, closets, and gallery spaces.
10. Responds to telephone and electronic communications.
11. Attends CVAC staff meetings as required. May take notes as necessary.
12. Performs word processing, photocopying, data entry, and other administrative duties as assigned.

PREFERRED QUALIFICATIONS

- Minimum of two years experience working as an administrative assistant or similar equivalent.

REQUIRED SKILLS AND QUALIFICATIONS

- Proficient in utilizing Microsoft Office programs (Outlook, Excel, and Word)
- Excellent organizational skills including the ability to prioritize and coordinate multiple tasks.
- Excellent written and verbal communication skills including professional phone etiquette.
- Excellent interpersonal skills with the ability to effectively interact with internal and external business partners and staff at all levels.
- Able to coordinate several projects to a successful completion with little or no supervision.
- Responds promptly to shifts in direction, priorities, and schedules.
- Uses sound judgment and problem resolution skills, often makes decisions in supervisor's absence.
- Thinks strategically and is proactive.
- Reliable form of transportation to: drop off bank deposits, pick up supplies at the store, etc. as needed.

SUPERVISION

Works under minimal supervision. No formal supervisory responsibilities.

COMMUNICATION

Communicates daily with staff, faculty, students, and other constituents.

PHYSICAL/COGNITIVE DEMANDS

Must meet deadlines, make decisions quickly under pressure, assume independent responsibility, be able to troubleshoot, have sound judgment and willingness to support the CVAC team.

WORKING CONDITIONS

Front desk hours range from 8:45 AM – 9:30 PM during quarterly class sessions Monday - Saturday. 10:00 AM – 3:00 PM in between class sessions, with a 2-3 week building closure December-January. Some Sundays may be requested for special events and workshops. All time frames are subject to change pending class schedules and community desires.

The noise level in the work environment is usually moderate. Must be able to operate the following equipment: personal computer, telephone, copier, iPad, and projector.

COMPENSATION & TIMELINE

- This is a part-time position. with room to grow within the organization, day and evening hours available.
- This position is in Cuyahoga Falls, Ohio. Maximum 20 hours per week unless additional hours are approved by Executive Director. There will be fewer hours in between class sessions and during building closures. The starting compensation rate for this position is \$11.00.
- In-person monthly / bi-monthly reviews of duties will take place with Executive Director. The continuation of this position will be determined after a 90-day probation period from the starting date of hire.

APPLYING FOR THE POSITION:

To be considered for this position, please email a resume and cover letter stating why you would like to work for CVAC and availability to director@cvaltcenter.org. The subject line in your email should read "Front Desk/Administrative Associate." CVAC will not be accepting phone calls about this position.