



## **Entry-Level Administrative Assistant**

*Applications due 9/20/21*

### **SUMMARY**

The Society of Arts + Crafts seeks an energetic and organized Administrative Assistant /"Pinch Hitter" to assist with a range of administrative tasks primarily supporting the Society's CraftBoston Manager, directly engage with craft artists, and assist in the planning of online educational events.

General office hours are Monday to Friday, 10 am - 6 pm EST. Part-time remote work allows for some flexibility but general availability during these office hours is necessary.

**The Society staff currently works remotely, using frequent Zoom meetings and communicating via eand email. Therefore, we are able to consider applicants from outside of the immediate area.**

This position is available on an initial 6-month contract basis.

### **RESPONSIBILITIES**

- Directly assist CraftBoston Manager
- Receive and respond to letters, e-mails, and memos
- Proofread and edit artist profiles and artwork information for clarity and consistency
- Record and update data in Salesforce
- Set up and manage virtual events hosted on Zoom, YouTube, and Instagram Live
- Research and identify prospective craft artists

### **TRAITS AND CHARACTERISTICS**

- Detail-oriented
- Able to work both independently and on a team
- Problem-solver; rises to challenges
- Professional demeanor, ability to be the public face of the Society

### **REQUIRED SKILLS**

- Excellent communication skills
- Ability to organize, set priorities, and multi-task
- Capability to accomplish long-range tasks, while handling short-term interruptions
- Familiarity with Google Suite
- Familiarity with social media platforms (Facebook, Instagram, Twitter)
- le to comfortably work remotely, using Zoom, Google Drive, and other appropriate

- Ability to adapt to new technologies.
- Knowledge of the following programs a plus: Salesforce, Adobe Creative Suite (PhotoShop, InDesign), Airtable, Eventbrite, WordPress, Zoom, YouTube Studio & YouTube Live, MailChimp, Zapier

## **QUALIFICATIONS**

A bachelor-equivalent degree, along with desired characteristics, experience, and demonstrated skills and abilities..We will consider candidates who are currently working towards their B.A. if appropriate skills are demonstrated.

## **COMPENSATION AND BENEFITS**

The pay range for this position is \$19-21/hour, depending on professional experience and skill set. We anticipate approximately 20 hours of work per week.

## **APPLICATIONS AND INQUIRIES**

Please submit your resume and a brief cover letter to [info@societyofcrafts.org](mailto:info@societyofcrafts.org).

We welcome applications from people of all backgrounds. The SA+C is committed to creating a work environment that engages multiple perspectives in order to define organizational policy and culture. We are open to applicants who have diverse skill sets and are interested in working in a team-oriented and fast-paced environment.

Applications will be reviewed on a rolling basis until the position is filled. Deadline September 20, 2021.

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*The mission of the Society of Arts and Crafts (SA+C) is to support and celebrate craft makers and their creativity. Incorporated in 1897, SA+C has been at the forefront of the American craft movement for over 100 years. On the eve of its 125th anniversary, the organization is embarking on a bold new strategic plan to apply the organization's efforts towards promoting the relevance of craft in the 21st-century.*