



City of Hopkins

Inspire, Educate, Involve, Communicate

Position Title:	Administrative Assistant
Department:	Hopkins Center for the Arts
Supervisor:	Executive Director
FLSA Status:	Non-Exempt, Part-Time
Grade:	HMEA 2
Salary:	\$17.87 to \$24.08 per hour
Hours of Work:	10 hours per week, TBD

Office

- Acts as purchasing agent for the Center
- Manages records for the facility
- Assists patrons by providing general information and handling routine inquiries
- Provides administrative support to the Executive Director and Development Director
- Manages database
- Sends out membership solicitation/renewal/thank you letters
- Assists with fundraising events and activities as directed
- Prepares materials for the monthly Board meetings of the Friends of Hopkins Center for the Arts

Communications and Other

- Assists communications efforts by managing electronic media communications including preparing the monthly e-newsletter, maintaining the website and developing a strong social media presence for the Center
- Assists development and marketing efforts by preparing and distributing press releases and other announcements as well as creating marketing materials
- Assist with special events as schedule permits and at the direction of the Executive Director

Other duties as required

MINIMUM EDUCATION AND EXPERIENCE

- High school diploma
- Previous office experience.

DESIRABLE QUALIFICATIONS

- One year of experience in office/administrative tasks.