



POSITION TITLE	Administrative Assistant
WORK LOCATION	Sitka Fine Arts Campus
REPORTS TO	Program Director
FLSA STATUS	Non-Exempt
EMPLOYMENT CATEGORY	Regular, full-time

The mission of the Sitka Fine Arts Camp, is to build community in Alaska by providing opportunities in arts, culture and recreation in an inclusive, educational and inspirational environment.

SUMMARY

Sitka Fine Arts Camp's (SFAC's) administrative assistant is responsible for overall front office activities and registration for all SFAC programs.

ESSENTIAL DUTIES

- Provide and assure exceptional customer relations
- Ensure effective telephone and email communications both internally and externally to maintain professional image.
- Greet and direct visitors to the Sitka Fine Arts Campus.
- Serve as registrar for all Sitka Fine Arts Camp programs.
- Participate as needed in special department projects.
- Responsible for the facilities' day-to-day operations (such as distributing building access keys, petty cash, etc.)
- Provide on the ground support as needed at campus events and performances.
- Assist with other duties as assigned.

MINIMUM QUALIFICATIONS

- At least one year of administrative or equivalent experience
- Demonstrated leadership experience

REQUIRED COMPETENCIES

- Ability, flexibility and willingness to learn and master new systems.
- Professional and prompt communication.
- Collaboration Skills.
- Customer/Client Focus.
- Technical Capabilities.
- Prior experience with database management and spreadsheets.
- Self-motivated and detail oriented
- Ethics: Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Initiative.
- Leadership.
- Time Management.
- Decision Making.
- Problem Solving/Analysis.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. While performing the duties of this job, the employee is regularly required to communicate effectively. The employee must be able to lift and move items up to 50 pounds.

DISCLAIMER

The above is not intended to list all possible essential functions or requirements as they are subject to change. The employer reserves the right to revise or change this description. This description does not constitute a written or implied contract of employment. Salaried, exempt positions may require varying amounts of time to accomplish the assigned duties, including time spent outside of the normal business hours for which compensation is included in base pay. To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential duties and meet the physical demands. Reasonable accommodations may be made to enable individuals with disabilities to meet these requirements.

COMPENSATION

Pay: \$12-\$14 DOE