



Job Title: Administrative Assistant

Salary: \$ 32,286.80

Classification: Salaried, exempt

Work Days: Monday – Friday, with occasional evenings & weekends

Expected Hours: 35 working hours with 5 lunch hours/week, arranged with your supervisor

Summary: The Administrative Assistant is responsible for directly supporting the We Care Arts administrative team by serving as the key coordinator of all office procedures. The assistant's primary responsibilities are in executing office management, supporting the staff, and carrying out facility duties. The position works closely with, and reports to, the Director of Compliance and Facilities. The Administrative Assistant will also team up with key staff, appropriate volunteers, and outside contractors.

Key General Office Management Tasks

- Organize and schedule meetings and appointments
- Draft and send out all office correspondence
- Create weekly staff newsletters for cross department organization
- Maintain contact information for organization
- Provide general support to visitors, clients, volunteers and board members
- Develop and maintain digital and analog filing system for the organization
- Order all office, janitorial and kitchen supplies for office
- Organize and record inventory for tangible items
- Making copies, scanning and filing documents
- Timely and properly archive agency records and accreditations
- Audit client attendance
- Utilize Donor Perfect Microsoft Suite Brittco and shared drive to maintain all records for proper reporting
- Generate thank you letters and donor correspondence
- Receipt and processing of organization's mail
- Supervise artist-client early arrivals and late departures during teacher's lunch time

Key General Support

- Answer and direct phone calls
- Handle sensitive information in confidentiality
- Prepare and distribute board packets for board of trustees
- Check accuracy of mailing lists utilized in organization communications
- Prepare and distribute client information calendars
- Notify teachers of absences
- Support HR organization needs
- Assist with Onboarding and Offboarding of new employees and sales associate clients.
- Support Facility Needs
- Make all maintenance calls
- Oversee maintenance visits, review services and present for payment to finance
- Other duties as assigned

Competencies:

- Proactive, self-motivated nature that seeks opportunities
- Organization, policy, and procedure focus
- Excellent leadership skill



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- High degree of integrity, confidentiality, diplomacy and discretion
- Experience with Microsoft Suite, Excel Word and Powerpoint
- Brittco and Donor Perfect Customer Relationship Management Tools (CRM) experience
- Excellent organizational and time management skills
- Minor graphic design experience
- Attention to detail
- Ability to present a professional appearance
- Patience and empathy for a fast-paced ever changing environment
- Ability to work with people from diverse economic and cultural backgrounds
- Experience working with individuals with development disabilities, substance use disorders and mental health diagnosis

Benefits: as defined by Employee Handbook

Work Environment:

We Care Arts is a diverse and inclusive community. It operates in a variety of environments that includes a professional office, classroom, retail, and virtual environments. Travel throughout the workday will regularly be required to attend community meetings. This role routinely uses standard office equipment such as laptop computers and various digital devices and cloud-based technology.

Physical Demands:

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. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation. While performing the duties of this job, the employee is regularly required to talk and hear. They must be able to work on a computer for extended parts of the day, as well as maneuver throughout the We Care Arts campus. This would require the ability to lift files, open filing cabinets, and bend to pick up objects weighing up to 25 pounds to move within the We Care Arts facilities.

To apply:

Send a letter of interest, your resume, and 3 professional contacts to info@WeCareArts.org

With the subject line: WCA Administrative Assistant

About We Care Arts:

We Care Arts is a 40+ year old non-profit that serves adults 18+ with developmental disabilities, substance use disorders, & mental health diagnoses. We believe that art & community are powerful tools for empowering healing. The artist-clients work with a wide variety of media. Our lesson outcomes are designed to meet the social, physical, and cognitive needs of our artists as they learn how to express their feelings & thoughts through art. As they create art and participate in mindfulness activities, they build supportive relationships with others, & their confidence soars as they work towards their life & art goals. All artist-clients come to us with a referral from a SSA, social worker, doctor, therapist, or religious leader. All ArtWORKS classes are free to the participants. We Care Arts also offers Transition to Work / Art Can Work programs and Outreach Classes which may be fee-based. We Care Arts is certified by DODD, OHMAS, and CARF for safety and quality assurance. For more information visit www.WeCareArts.org 3035 Wilmington Pike, Kettering, OH, 45429 (937)252-3937