

JOB DESCRIPTION

Office Manager

Full Time: 40 hours, NON-EXEMPT



POSITION SUMMARY:

The Office Manager is responsible for providing administrative support services for the Art Therapy Studio. Major areas of responsibility will include organizing administrative functions, assisting with fundraising activities, and supporting programs and services. Providing support to the Executive Director, Clinical Coordinator, Marketing and Communications Specialist, and Senior Accountant, as well as organizing administrative functions. The Office Manager will also be an advocate for art therapy in the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities listed below are representative of those required on the job.

- Coordinates DTA classes' at all four studio locations quarterly. Duties include taking registrations, updating the DTA database, receiving payments and following up with past due payments, providing therapists with rosters and updates on registration, maintaining scholarship records, and creating the quarterly DTA class brochure and organizing dissemination to agencies, clients, staff, and board .
- Maintains and organizes client photos, quotes and releases for use in publications.
Reception: answering phones, filing, greeting clients
- Streamlines office functions: organizes records, database management, computer back-ups, HIPAA compliant document storage and disposal.
- Maintains statistics for all contract and DTA programs, volunteers, community events, educational workshops.
- Maintains annual Staff/Board and Discover the Artist Within You calendars.
- Maintains Donor Records database and sends timely acknowledgements.
- Maintains event database and correspondence
- Maintains Board correspondence, including follow up with trustee agreement, conflict of interest, assessments forms, pledges, filing minutes and financial reports, preparing agendas, and assisting with the creation of the Executive Director's report.
- Maintains office supplies and equipment, organizes storage, liaison to facility for maintenance issues, makes recommendations for upgrading equipment
- Assists with fundraising activities.
- Attends all fundraising events; assists with logistics; manages parts of events utilizing volunteers as assigned.
- Provides Administrative Support to Executive Director, Clinical Director, Senior Accountant, Marketing and Communications Specialist and Development Specialist.
- Coordinates printing with vendors.
- Professional and welcoming attitude
- Ensure reception area is tidy and presentable
- Receive and sort mail and deliveries

- Update calendars and schedule meetings
- Perform other duties as assigned.

EDUCAITON AND/OR EXPERIENCE:

- Minimum high school education.
- 2 years' experience as office administrator.
- Computer Skills Experience working with databases Microsoft Office products (Word, Excel, Access, Publisher, SharePoint), email and internet required. Graphics software (Illustrator, Photoshop) and website software knowledge a plus.

KNOWLEDGE AND SKILLS/ABILITIES:

- Demonstrated ability to successfully work independently and to follow directives to achieve organizational objectives.
- Professional attitude and appearance.
- Strong written and verbal communication skills.
- Ability to be resourceful and proactive when issues arise.
- Multitasking and time management skills with the ability to prioritize tasks. Customer service attitude.
- Ability to foster/maintain a positive team oriented work environment; effective interpersonal and team communication skills.
- Must be able to stand, stoop, kneel, climb, and lift up to 20 lbs.
- Ability and willingness to work at events and meeting that are outside of normal business hours.
- Ability and willingness to travel locally as required.

If you meet the requirements listed above, please submit a resume and cover letter to info@arttherapystudio.org.