



Arbutus Folk School

Administrative Assistant

The mission of Arbutus Folk School is to enrich lives and build community through joyful, hands-on learning with master artisans. The Administrative Assistant furthers this mission by ensuring participants in our programs and other Arbutus Folk School constituents receive excellent customer service and communications.

Professional opportunities in the arts have a history of exclusion in our region. In our mission to enrich, empower, and connect our diverse community through arts and culture, we especially encourage people of color, people who live in rural areas, women, immigrants, people whose first language is not English, and LGBTQ people to consider applying for this position.

FTE: .25, non-exempt, 10 hours/week

Schedule: Any 4 or more days/week. Working hours are set by employee but should remain consistent, and must occur during business hours.

Workplace: Flexible for in-person, remote, and hybrid. Employee must be flexible to work from our downtown Olympia office as needed. For remote work, employee will be provided with an Arbutus laptop, and must have access to a phone line to complete job duties. Please be aware that our upstairs office is not serviced by an elevator.

Compensation: \$14.50/hour

Reports to: Executive Director

Job Duties and Responsibilities:

- Serve as primary point-of-contact for the public, including
 - Manage and respond to phone calls and emails from the public
 - Assist students with registration
 - Answer questions about classes and programs
- Support Program Administrator with course registration management, including
 - Contact students to collect registration fees
 - Manage class waitlists and student cancellations
 - Send confirmation and instructions to enrolled students
 - Inform students and instructors of class cancellations or other changes
 - Provide class rosters to instructors
 - Enter recurring classes to internal calendar and registration software

- Maintain an efficient, welcoming, and organized office environment, including
 - Manage office supply needs
 - Organize common areas
 - Report problems with tech and facilities and address as appropriate
- Promote programs and classes through Arbutus Folk School communications channels, including
 - Draft monthly newsletter
 - Schedule posts to Facebook and Instagram
 - Maintain up-to-date information and newsposts on our website
- Other duties, as assigned

Arbutus Folk School is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, sexual preference, age, national origin, disability, veteran status, or any other classification by law.

To apply, please complete [this online form](#). You will be asked to share why you are interested in working at Arbutus Folk School and why you are well-suited to the position described above. We will confirm receipt of your application by email.

Interviews may be held in-person or virtually. Finalists will be asked to provide three professional references.

Review of applications will begin on April 5th, 2021. For questions, please contact info@arbutusfolkschool.org.