



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.

FTE: .75, non-exempt, 30 hours/week

Schedule: Any 5 days/week, with Saturday/Sunday desirable but not required. Working hours are flexible and set by employee. Availability for occasional meetings between 9am and 3pm is required.

Workplace: Flexible for in-person, remote, and hybrid. Please be aware that our office is located on a second story not serviced by an elevator.

Compensation: \$15.00/hour

Reports to: Executive Director

Core Competencies:

- Excellent writing skills
- Proficiency in use of computers and related technologies
- Excellent time management
- Knowledge of and interest in arts and culture

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
- 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 newposts on our website
 - Documentation of programming for use in promotional materials
- Maintain efficient, welcoming, and organized facilities in coordination with Shop Manager and Studio Manager
- Manage office supply and class materials needs in coordination with instructors
- Support off-site events as needed, including fundraisers, workshops, and performances
- 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.