

Administrative Assistant Job Description

Write On, Door County focuses on the importance of writing, reading, and connecting people through stories. Located on a 59-acre campus in the middle of the Door County peninsula, Write On offers classes, programs, and special events year-round for writers and readers of all ages and levels of experience.

We are looking for an Administrative Assistant to perform a variety of clerical tasks, including some bookkeeping. Duties also include greeting and assisting visitors to the Write On writing center, answering the phone and providing support to staff and board members.

The position is 36 hours per two-week pay period: 9 am to 3 pm, Saturday through Tuesday with every other weekend off as scheduled.

Job responsibilities:

- Assist Executive Director with bookkeeping, maintaining files, and development of a brand materials archive
- Manage small retail section at writing center: sales and inventory tracking, replenishment, and fulfillment of online orders.
- Ensure operation of office equipment and/or calling for repairs.
- Primary contact for facilities upkeep
- Coordinate volunteers as required
- Support for administrative duties such as filing, copying, collating
- Serve as brand ambassador and first point of contact: welcoming visitors, providing tours and marketing materials, answering questions
- Fulfill in-person memberships, donations, and retail sales
- Assist program attendees and vendors
- Support as needed for programming hospitality, set-up, and clean-up.
- Supports Executive and Artistic Directors as required

Requirements:

- Relevant experience or proficiency in MS Office Suite (Excel, Powerpoint, Word), Google Drive tools, Quickbooks, Neon and/or another CRM system
- Demonstrated bookkeeping skills
- Working knowledge of office equipment, e.g., printer, scanner, copier
- Ability to prioritize work and take direction from multiple people
- Good writing skills
- Familiarity with Apple desktop a plus
- Experience in an office environment
- Polite, welcoming, and professional communication via phone, e-mail, and face-to-face interactions

The position is 36 hours per two-week pay period: 9 am to 3 pm, Saturday through Tuesday with every other weekend off as scheduled, \$18.00 - \$20.00/hour (based on experience).

Write On, Door County is an equal opportunity employer without discrimination on age, gender, and race, disability or any other characteristics protected by law. All qualified applicants will be considered for employment.

Reports to the Executive Director. Send inquiries and resumes to al@writeondoorcounty.org.