



Administrative Assistant Job Description - Crooked Tree Arts Center (Petoskey, MI)

Position Title: Administrative Assistant

Location: Crooked Tree Arts Center, 461 E Mitchell Street, Petoskey, MI

Reports To: President

Status: Full-time, Exempt

About Crooked Tree Arts Center:

Crooked Tree Arts Center (CTAC) is a non-profit organization serving Northern Michigan for over 50 years. At CTAC, our mission is to create ways for people to connect, learn, and grow through the arts. We offer year-round visual arts exhibitions, classes, lectures, performances, and other special events.

Position Overview:

Under the supervision of the president, the Administrative Assistant is responsible for providing administrative and operational support to ensure the efficient day-to-day operations of CTAC. This position will assist with various administrative tasks including record keeping and data management, meeting coordination, communication, and customer service.

This full-time, salaried position is ideal for a friendly, task-oriented, and highly organized person who values working in a fast-paced, creative, mission-driven environment. This is an in person position.

Essential Duties and Responsibilities:

- Manage the President's calendar, including scheduling and organizing meetings, appointments, and events.
- Answer and direct phone calls, emails, and in-person inquiries for the President.
- Prepare meeting agendas, compile meeting packets, take minutes, and assist with logistics for various meetings including managing tech and AV needs (e.g., team meetings, Board meetings).
- Coordinate team projects and activities, including events and special projects.
- Assist in the preparation of presentations for the President.
- Write letters, emails and other correspondence for the President.
- Organize and maintain contracts, subscriptions, and software records.
- Track financial reports and assist in managing event and program budgets.
- Support human resources tasks, including posting job openings and onboarding new employees with paperwork and procedures.
- Assist with various mailings, including preparing letters and visiting the post office.
- Maintain office supplies and equipment; reorder and replenish as needed which requires some local errands to pick up supplies.
- Organize and maintain office files and records.
- Cross-train with the Guest Associate to cover front desk duties as needed, including greeting guests, answering phones, and responding to inquiries.

- Proofread various materials, including weekly newsletters and marketing content.
- Help maintain the organization's database and email lists.
- Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Required Skills, Abilities, & Interests:

- Proven administrative assistant or clerical experience.
- Experience with data entry, demonstrating a high degree of accuracy and attention to detail.
- Strong computer skills, including proficiency in Google Suite (with advanced Excel experience) and office software (e.g., CRM, accounting software, and communication tools).
- Ability to accurately process fees (cash, checks, and credit cards).
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Time management and prioritization skills to meet deadlines effectively.
- Strong problem-solving skills and the ability to take initiative.
- Excellent written and verbal communication skills.
- Ability to work independently, take initiative, and complete tasks with minimal supervision.
- Ability to work collaboratively within a team.
- Ability to maintain confidentiality and exercise tact and diplomacy when interacting with staff, board members, patrons, donors, and external partners.
- Detail-oriented with the ability to manage complex tasks and maintain high standards of accuracy.
- A passion for supporting nonprofit organizations, especially in the arts.
- Interest in working in a dynamic and creative environment, interacting with diverse groups, and supporting the leadership team.

Minimum Qualifications:

- Associate degree preferred
- Experience as an administrative assistant required, with a minimum of one year performing administrative work
- Must have valid driver's license

Benefits and Compensation:

- Salary \$40,000
- Health Insurance
- 403 B Retirement Plan
- Short-term disability plan
- Two weeks paid vacation, plus paid time off between Christmas and New Year's Event and spring break

How to Apply:

To apply, please include a cover letter, resume, and three professional references. References will not be contacted without your knowledge. Email materials to angela@crookedtree.org with subject: Administrative Assistant.