

Allens Lane Art Center- Administrative Coordinator

JOB DESCRIPTION

Allens Lane Art Center (ALAC) is a vibrant community arts organization in Northwest Philadelphia. Our mission is to provide programs and activities that bring our diverse community together to experience and support the arts. More about our rich history and programs can be found at www.allenslane.org

The Administrative Coordinator will perform routine duties needed to sustain current operations and will plan and implement new systems to strengthen ALAC's administrative infrastructure. Our ideal candidate is someone who takes pleasure and pride in creating and utilizing efficient administrative systems; values and can provide a great attention to detail; and is able to keep track of multiple projects and deadlines.

Reporting Relationship: The Administrative Coordinator reports to the Executive Director.

Primary Responsibilities

Perform the administrative and business office services and task as assigned by the Executive Director including:

- General administration: Maintain filing systems and inventory, manage program registration and payroll
- Customer Relationship Management: Manage CRM platform, ensuring accuracy and completeness
- Finance: Process revenue and expense, generate reports, do reconciliations
- Communication/marketing: Generate and proof written materials, update website and social media, send eblasts
- Public point of contact: Manage organizational email and phone, provide visitor support
- Rentals: Manage complete process, from initial query to final walk-through

Requirements

- Minimum of 2 years of administrative experience
- Minimum of 1 year of experience with a CRM
- Proficient in Microsoft Office, QuickBooks, and WordPress
- Agility in learning new technology
- Working knowledge of office practices, procedures, and basic accounting

- Excellent written, verbal, communication skills
- Ability to work independently and exercise a high level of confidentiality
- Reliable with time sensitive deadlines and tasks

Education Level:

Minimum of high school diploma or equivalent

Location: The Administrative Coordinator is required to work onsite. ALAC follows all CDC COVID guidelines.

Pay, hours: This is a nonexempt position that pays \$17/hr for 32 hours/wk. Occasional weekends and evenings are required.

How to apply:

Send your cover letter and resume as *attachments* to susan@allenslane.org. Write Administrative Coordinator in the subject line.

References (name, contact information, and relationship to you) will be requested prior to an offer of employment.

Allens Lane Art Center is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.