



Part-time Office Administrator

Job Description

Sacred Heart Cultural Center is a 126-year-old former Catholic Church that has been a cultural arts center and rental venue for the past 37 years. Renting the facility for weddings, arts programs and other special events is the largest revenue source for the continued preservation of the historic building. The organization is seeking a knowledgeable, detail-oriented teammate to execute the administrative tasks of the organization and assist the management staff as needed.

Primary Duties and Responsibilities:

- Collaborate with the Executive Director on creating donor messaging, acknowledging contributions and keeping accurate donor records;
- Manage mailing lists for ongoing marketing efforts and coordinate details of bulk mailings;
- Assist in vendor relations efforts for special events and for gift shop/art hall vendors;
- Maintain bookkeeping for gift shop and art hall transactions using Quickbooks;
- Organize details surrounding volunteer meetings including ordering lunches, preparing documents and maintaining records;
- Set-up and maintain ticket sales/attendance records for special events using TicketLeap;
- Working collaboratively to support the efforts of the Executive Director, Rental Events Manager, and the Community Engagement Coordinator as needed.

Skills and Qualifications:

- 3-5 years of administrative work experience;
- Competency in Office products including Word, Excel and Access, with preference given to experience with Quickbooks;
- Effective oral and written communications skills;
- Organizational skills, attention to detail and a commitment to exceptional customer service and relationship building with staff, volunteers and vendors.

Position Scope: This is a **part-time flexible** position working 18 hours per week with scheduling preferably over three working days between Monday- Friday 9:00- 5:00.

Salary and benefits: The hourly salary for this position is \$15 per hour. Benefits include flexible scheduling, a beautiful work environment and a supportive team.

Please submit resume and two references to Millie Huff, Executive Director of Sacred Heart at Millie@sacredheartaugusta.org.