



Part-time Office Administrator

Job Description

Sacred Heart Cultural Center is a 126-year-old former Catholic Church that has been a non-profit cultural arts center and rental venue for the past 38 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 personable, detail-oriented teammate to execute the administrative tasks of the organization and assist the management staff as needed.

Primary Duties and Responsibilities:

- Collaborate with Executive Director on creating donor messaging, acknowledging contributions and maintaining donor records;
- Manage databases for ongoing marketing efforts and coordinate details of bulk mailings;
- Assist in vendor relations for special events and for gift shop/art hall vendors;
- Maintain bookkeeping for gift shop and art hall transactions using Quickbooks;
- Provide support for volunteer meetings including ordering lunches, preparing documents and maintaining records;
- Set-up and maintain ticket sales/attendance records for special events using TicketLeap;
- Work 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 Microsoft Office programs with preference given to experience with Quickbooks;
- Professionalism in spoken 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 and benefits: This is a part-time position working **18-20 hours per week** starting at **\$15 per hour** with scheduling preferably over three working days between Monday- Friday, 9:00-5:00. Benefits include flexible scheduling, a beautiful work environment and a supportive team. Occasional, pre-scheduled evening and weekend hours required.

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