



Garth Newel Music Center is accepting applications

for the following positions:

Administrative Coordinator

Full-Time/ Hourly/Non-Exempt

General Description

Coordinates, oversees, and/or performs a wide variety of administrative, secretarial, and program support activities on behalf of the Executive Director, Operations Manager and Program Staff. The Coordinator is the main point of contact for patrons, donors and volunteers. Customer service skills are an absolute necessity. Serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. Coordinates the provision of office and staff support services to the organization, and oversees and/or participates in the coordination, supervision, and completion of special projects and/or events. This position is generally a Monday-Friday 9-5 office position but will require some evenings and weekends based on the needs of the organization.

Duties and Responsibilities

- Provides confidential secretarial and administrative support for the principal administrators and program staff which may include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues; organizes and facilitates meetings, conferences, and other special events, as required.
- Gathers, enters, and/or updates data to maintain patron records and databases, as appropriate; establishes and maintains files and records for the office.
- Provides excellent customer experience with ticket sales and room reservations.
- Assists with project development and planning to ensure more efficient service and organization of the office.
- Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- Assists in the coordination, and completion of special projects as appropriate.
- Coordinates and oversees the day-to-day management of supplies, and equipment, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.
- Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- Adjust schedule and assist with concert and fundraising events as needed.
- Performs miscellaneous job-related duties as assigned.

Requirements/Preferences

High school diploma or GED; at least 5 years of experience directly related to the duties and responsibilities specified.

Completed degree(s) from an accredited institution that are above the minimum education requirement is preferred. Degree completion may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

- Excellent customer service skills are essential for this position.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Strong professional writing skills are a necessity for this position.
- Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
- Records maintenance skills.
- Information research skills.
- Database management skills.
- Word processing and/or data entry skills.
- Knowledge of office management principles and procedures.
- Ability to create, compose, and edit written materials.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Organizing and coordinating skills.
- Multi-tasking while being able to prioritize tasks effectively.

Working Conditions and Physical Effort

- No or very limited physical effort required. May need to lift up to 30lbs
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.

Distinguishing Characteristics

Position requires a) self-starter and independent thinker b) high degree of honesty, integrity and ethics; c) ability to predict and coordinate tasks based on the operational calendar; d) willingness to pitch in to assist in areas which may be outside primary job description; e) desire for personal and professional growth; f) flexibility and a focus on problem solving.

Salary and Benefits

Starting pay is \$18-\$21 per hour. Garth Newel Music Center provides extraordinary benefits to employees, including no-premium health insurance, no premium vision and dental insurance, retirement benefits, and generous flexible paid time off. Benefits and salary are commensurate with relevant experience.

Application Process

Interested applicants are requested to send a cover letter and updated CV along with 3 references to Heather Brinkley via email to: Heather@garthnewel.org Subject: Garth Newel Music Center Attn: Board Chair Gene Sullivan.

Or mail to: Garth Newel Music Center: Attn: Board Chair Gene Sullivan PO Box 240 | Warm Springs, VA | 24484