



Job Description: Administrative Assistant

Bainbridge Artisan Resource Network (BARN) is a growing center for artists and makers. We seek an Administrative Assistant who can manage an array of responsibilities that will smooth out operational systems and relieve studio volunteers and staff of several logistical and administrative duties. This person will also be the welcoming face of BARN at the front desk, Monday through Friday afternoons. This is a half time (20 hours/week) position with the possibility of expansion.

Reports to: Business Manager

Primary Responsibilities:

- Welcome people as they enter the building and ensure that they follow all sign-in procedures.
- Provide administrative support for Executive Director, Program Director, and other BARN leadership.
- Answer phones and ensure that messages are delivered to the intended recipients.
- Manage paperwork for classes, including class rosters and printing or copying handouts.
- Track hours and roles for volunteer time throughout the building.

Specific Tasks and Responsibilities:

- Develop and maintain favorable working relationships and open communication with all constituents.
- Receive and track BARN's tuition assistance distributions.
- Process class survey results on a monthly basis.
- Process new monitor and instructor paperwork, youth waiver forms, and new contact information from the front desk sign-in.
- Respond to or forward BARN voice messages, general emails and USPS mail.
- Order office supplies using a thrifty approach to expenditures.
- Order and prioritize initial screening of job applicants.
- Support BARN's efforts towards greater inclusivity.

Qualifications:

- Experience in a similar role
- Excellent communication, interpersonal, administrative skills
- Ability to take initiative and prioritize tasks; excellent time-management, problem-prevention, and problem-solving skills
- Self-awareness to ask for help when stuck in a challenging task or decision
- Ability to work on a variety of software as trained. Experience with database software and Google Suite a plus.
- Demonstrate BARN's core values that enable teams and individuals to succeed with shared respect and purpose
- Child safety screening/background check required.
- Must be able to comply with and maintain a smoke-free and drug-free work environment.

Hours: 20 hours per week, on average, with the possibility of expansion

Pay rate: \$20-22/hour, depending on experience

Reports to: Business Manager

To Apply: Please submit the following materials to erint@bainbridgebarn.org by December 20, 2021:

- Resume
- Cover letter explaining how your skills and experience meet the needs of this position, and your reason for interest in BARN, specifically
- Contact information (name, email address, phone number and professional connection to you) for three references.

BARN is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. We encourage diverse applicants because we believe having a staff that authentically reflects the community we seek to serve is essential to our ability to be culturally responsive.