



morgan art of papermaking conservatory & educational foundation

Membership & Office Assistant Job Description

Summary

Reporting to the Executive Director, this position is responsible for maintaining the Membership and Donor database and its associated communications and tasks. Office tasks include organization and ordering of general office supplies, assisting the Executive Director, greeting visitors, and assisting with Store sales when needed.

Duties & Responsibilities

Membership Database Management

- Enter, update, and maintain LGL constituents & donations
 - Send out renewal and lapsed notices and welcome letters
 - Send tax receipt/donation acknowledgment letters to donors
 - Ensure fundraising events and grants are accurately entered
 - Provide detailed reports to ED when requested
 - Draft membership email campaigns as requested

Office Tasks

- Enter, update, and accurately tag Mailchimp contacts
- Organize & order office supplies, store supplies as requested
- Maintain files in Google Drive
- Perform miscellaneous job-related duties as assigned (bookkeepers, mail)
- Assist with workshops or facilities clean up when requested
- Greet visitors/help with customers in store (using Square)
- Assist with Store inventory or packing & shipping when requested
- Take calls/messages

The above describes the general nature and level of work performed, but does not describe all functions. Other duties may be assigned and may change from time to time as necessary.

Education:

- BA or BFA preferred, with experience in managing databases (2+ years).
- Experience or general knowledge of the visual arts, desired but not required.

Competencies, Knowledge, Skills & Abilities:

- Good interpersonal skills, strong written and oral communication.
- Strong organizational skills and ability to track multiple tasks.
- Ability to work independently, set priorities and with good follow through.
- Knowledge of printmaking, papermaking, or book arts is a bonus.

Compensation:

- \$17- \$20/hr, part time at 20 hrs /week

To Apply:

Please send to jobs@morganconservatory.org:

- resume
- cover letter

Position open until filled.

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