

Administrative Assistant
Part-time position 20 - 25 hours a week

Tasked with handling the daily affairs of the Plantersville Cultural Center under the direction of the COO

Duties include but are not limited to: Recruiting, training, scheduling and supervising PCC volunteers; scheduling group visits, coordinating and overseeing bicycle rentals; overseeing and maintaining gift shop – including financial transactions, inventory and commissions; database updates and assisting with special events.

Must have strong interpersonal skills, able to work independently, solid work ethic, handle confidential information and possess technological efficiency.

Assist with maintaining TVG database:

- recording gifts & updating information/adding new contacts
- preparing tax receipts/thank you letters, invitations to upcoming events, appeal letters and Enewsletter
- tracking and recording interactions
- running reports

Provide a warm and welcoming environment at PCC:

- Share the history, answer questions, provide local information and encourage visitors to engage and join
- Field phone calls in a professional manor
- Ensure that each inquiry receives a correct and timely response
- Maintain office order and that there are no scheduling conflicts
- Provide a safe, clean and comfortable environment that adheres to all local, state and federal regulations
- Oversee and schedule routine maintenance of equipment, HVAC, and other systems as needed to assure a properly functioning facility and programs

Supervise PCC volunteers:

- Assist with recruiting, training, coordinating and educating volunteers
- Prepare educational materials for the volunteers, give tours and explains the mission
- Recruit volunteers to serve in various capacities at upcoming event

The Village Group is an equal opportunity employer. We are guided by all Federal and State regulations regarding hiring practices and compensation. We do not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age, veteran status, or disability. It is our intention that all qualified applications be given opportunity and that selection decision are based on job related factors.

All personnel seeking employment with The Village Group, must agree to a criminal background check conducted by GCSD and a Child Abuse registry check

Please send resume to operations@thevillagegroup.org