**ARBUTUS FOLK SCHOOL**

**Job Announcement**

**Title:** Administrative Coordinator

**Closing Date:** August 21, 2016

**Salary:** $12.00/hour

**Job Type:** Part-time – hourly (20 hours per week)

**Location:** Olympia, Washington

**About Arbutus Folk School**

The Arbutus Folk School is a Northwest craft and folk art school in Olympia, Washington with core programs in ceramics, fiber arts, woodworking, blacksmithing and music. Our mission is to *“Enrich lives and build community through joyful, hands-on learning with master artisans.”* Arbutus is a young organization and has grown rapidly since it was founded in 2013. It has a solid foundation of community and volunteer support with significant growth potential.

**About the Position**

The Arbutus Folk School is accepting applications for a Administrative Coordinator position. The successful applicant will work in a close team with the Director and a core group of volunteers, who, together, are working to deliver high quality learning experiences, expand programing, engage the broader community and expand economic activity around craft culture. The ideal candidate must have strong administrative and organizational skills, be detail oriented, and have experience with computer software systems, including databases. The candidate must be a friendly collaborator and be a positive representative across the diverse Arbutus community. Knowledge and appreciation of handcrafts is strongly recommended.

The position is half-time. Specific work hours will be negotiated with the Executive Director upon hiring.

**Examples of Essential Duties**

Constituent, Membership, Sponsor and Donation Management

Maintain constituent membership database, record memberships, record donations, issue donation receipts, track sponsorship activities and generate reports.

Enrollment management

Work with the director to schedule classes, track enrollment, report on final enrollment, communicate with instructors, respond to student inquiries, and collaborate with instructors and volunteers to ensure facilities are prepared for classes.

Retail Program Support

Track sales, vendor payments, and record new inventory and consignment agreements.

Marketing Support

Make flyers, assist with newsletters, and assist in managing email list, post on social media.

Communication Support

Respond to email, phone and walk-in inquiries.

Additional activities may include: staffing a retail gallery, supporting volunteer activities, supporting events such as ArtsWalk, an annual gala, and fundraising activities, may assist in set-up/take-down for classes and events, and routine maintenance of the facility.

**Experience/Education:**

1. Experience with administration of non-profit organizations is strongly preferred.
2. High school diploma/GED and Associates Degree required. Bachelors degree preferred.

**Special Requirements:**

1. Washington State Driver’s License or evidence of equivalent mobility.
2. Successful completion of a criminal history background investigation is required.

**To Apply:**

Submit a resume and cover letter (up to two pages stating your interest and why you would be the ideal candidate) to [info@arbutusfolkschool.org](mailto:info@arbutusfolkschool.org) no later than August 21, 2016.

*The Arbutus Folk School is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities and people with disabilities are encouraged to apply.*