

ArtSpace Administration Associate Reports to Artspace Director

Part-time
2 days per week

Help us break the cycle of poverty and end homelessness! We welcome candidates who are interested in working for an innovative and caring not-for-profit organization dedicated to providing hope for homeless and at-risk families.

ArtSpace at HomeFront provides a warm and therapeutic art program for clients where they can create, market, showcase and sell their work. Working in conjunction the ArtSpace and the Campus Team, the ArtSpace Administration Associate is responsible for the administrative tasks of ArtSpace/SewingSpace including: Website updates (WordPress) database management of products for SewingSpace and Artspace, Social Media, assist with event marketing.

Essential Job Functions

- Maintain accurate records of volunteers including hours and assignments for all ArtSpace projects.
- Routinely update ArtSpace website, sharing information on Social Media outlets.
- Routinely update database with both ArtSpace and SewingSpace inventory. Special event database management (ArtSpace and ArtJam fundraising).
- Devising and implementing efficient and secure procedures for data management.
- Assist with reports and data extraction when needed.
- Represent organization at volunteer fairs and at companies/groups as necessary; oversee tabling opportunities, manning tables.
- Database management with a high attention to details

Job Competencies

- Ability to clearly communicate the mission and needs of the organization.
- Ability to expand ArtSpace's social media presence.
- Public Speaking
- Strong Interpersonal skills
- Strong Attention to detail
- Self-motivated, creative problem-solving skills and decision-making capabilities.
- Experience with data collection and management
- Ability to establish priorities, plan, meet deadlines and manage time effectively.
- Flexibility in scheduling—evening and weekend hours are common.

Technical Skills

- Proficient with social media platforms and social media management, including Facebook, LinkedIn, Twitter, and Instagram.

- Proficient in web design and strategy.
- Database management
- WordPress
- Microsoft Office 365

Requirements

- Bachelor's degree preferred, Associates required
- Three years of web design and social media management experience
- Valid driver's license and reliable transportation to travel between the organization's sites and other local destinations.

Physical Demands and Work Environment

- Ability to lift to 30 lbs.
- Ability to kneel, stoop, bend, stand and sit for long periods of time.
- Close vision, distance vision, depth perception and ability to adjust focus.
- General office environment, but occasional exposure to weather conditions prevalent at the time.

Travel

Local travel is required

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed as needed.

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