



Administrative Assistant

Position: The Administrative Assistant reports to the Executive Director and performs a variety of tasks, including providing support to our staff, assisting in daily office needs, and managing general administrative activities. This position is part-time located at the OVAC headquarters in Oklahoma City. OVAC's office hours are 9am to 5pm, Monday through Friday, with some evening and weekend activities required.

Duties and Expectations: Responsibilities will include, but are not limited to, the following:

- Manage the OVAC office including managing incoming and outgoing mail, office equipment, supplies, and general organization as needed.
- Answer incoming calls, respond to general email inquiries, and greet visitors
- Maintain OVAC databases (Kindful, Wild Apricot, MailChimp, Google Drive) including database entry/maintenance, removing duplicates, exporting reports
- Provide administrative support for all board and committee meetings including scheduling, communications, taking minutes, creating reports and other tasks as needed.
- Provide administrative support for financial management including managing incoming payments, bank deposits, and processing memberships, advertising renewals, sponsorships, etc.
- Provide program assistance as needed

Required Skills:

- Collaborative disposition and skilled in working as part of productive teams
- Acute attention to detail orientation and excellent organizational skills
- Exceptional customer service skills with high expectations for quality
- Demonstrated ability to take initiative, think creatively, and problem-solve
- Excellent verbal and written communications
- Excellent time management skills
- Ability to take the lead on assigned programs and projects and work independently
- Aptitude in learning new technology quickly
- Proficiency in Microsoft Word, Excel, Outlook and data management systems
- Willingness to learn
- Passion for the arts

Physical Requirements:

- Ability to lift 50 lbs regularly
- Ability to sit at a desk and work on a computer for long periods of time
- Ability to drive with reliable transportation, valid driver's license and current automobile insurance

Preferred Qualifications:

- Minimum of two years of experience in an administrative support role.
- Experience with project management software such as Monday.com
- Experience with providing and updating content for websites and email platforms

Compensation: The pay rate is \$15/hour at 20 hours/week. Benefits include paid vacation, sick leave, holidays and cell phone reimbursement. Flexible hours and remote work options are also available.