## DC JAZZ FESTIVAL JOB ANNOUNCE: ADMINISTRATIVE ASSISTANT

Announce Date: September 17, 2024 Close Date: October 1, 2024

Position: Administrative Assistant Status: Full-time, Exempt

DC Jazz Festival (DCJF) is seeking an administrative assistant to join our team. This position is a great opportunity for individuals interested in gaining experience in events and arts administration or for those with established skills who are looking to contribute their expertise. We welcome candidates who are enthusiastic about administrative work, bring a positive attitude, and approach tasks with professionalism and care.

## **ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:**

- 1. Provide administrative support to the CEO including basic office duties, drafting letters, and memorandums, researching, filing, mailings, data-entry, proof-reading, and tasks as assigned (30%)
  - Calendar Management & Meeting Coordination for the CEO: Manage calendar, scheduling and coordinating both virtual and in-person meetings of the CEO and ensuring timely follow-ups.
  - Document Preparation & Communication: Draft and proofread correspondence while ensuring clear, professional communication.
  - Office & Administrative Support: Perform office tasks such as digital filing, data entry, research, and handling other general administrative duties as needed.
- 2. Provide Accounting Assistance for Administrative Teams (20)%)
  - Invoice & Deposit Management: Code/file invoices and deposits both digitally and in hard copy files.
  - Administrative Support: Provide administrative assistance to the accounting and program teams, ensuring smooth processing of financial documents, opening mail, and support for program-related tasks.
- 3. Provide administrative support the Development Team (15%)
  - Accurate Data Entry: Input and maintain up-to-date and accurate records in the DCJF databases.
  - Gift Processing & Development Support: Assist the Development Manager by drafting gift acknowledgment letters and entering donations into database
- 4. Logistics Assistant (15%)
  - Provide logistics assistant for year-round events, including the annual DC JazzFest, and other programs as assigned.
  - Fulfill merchandise orders and manage merchandise inventory.
  - Other duties as assigned
- 5. Board Administrative Support (10%)
  - Meeting Coordination & Preparation: Schedule board and committee meetings, distribute agendas, and prepare necessary documents for review.
  - Minute Taking & Documentation: Record and draft minutes for board meetings, committee calls, and quarterly meetings for the CEO/Board Secretary's review.
  - Board Communication: Facilitate communication between board members and the administrative team, ensuring timely dissemination of information and updates.
  - Record Keeping & Compliance: Maintain up-to-date and organized records of board meetings, resolutions, and governance documents, ensuring compliance with policies and regulations.
- 6. Office Environment Management & Security (10%)
  - Physical Space Maintenance: Ensure office is clean, organized, and equipped with necessary supplies.
  - Digital Workspace Management: Organize digital files, ensuring systems are secure, up-to-date, and accessible to team members.

## **Education/Experience**

This position requires a minimum of 2 years of related work experience—internships are acceptable work experience. Associate degree and above preferred. Event management track preferred. Avid jazz fans are encouraged to apply.

## Minimum Skills and Knowledge Required

- Proficient with office and business communication technology including Microsoft Office (Word, Excel, PowerPoint), Zoom, Google Docs, and Doodle and Calendly.
- · Good organizational and multi-tasking skills
- Well organized. Detailed approach to administrative tasks
- · Ability to quickly learn current systems
- Team player with strong ability to independently execute work in a high-level fast-paced events environment
- Two-year proven record of general administration
- · Good interpersonal, written, and verbal communication skills

**Salary Range**: \$43,000 – 45,500 commensurate with experience

**To Apply**: Send cover letter and resume to <a href="mailto:jobs@dcjazzfest.org">jobs@dcjazzfest.org</a>

Subject: DCJF Administrative Position.

No phone calls please.

Consideration on a rolling basis.