

SANCA is hiring

Administrative Assistant

School of Acrobatics and New Circus Arts

Reports to: Administrative Director

Description: The Administrative Assistant (AA) is a member of the Office Staff and responsible for providing administrative and office support to the Office Manager. The AA position is currently part-time and hours will fluctuate depending on specific events occurring within the organization.

Job Duties and Responsibilities:

- Responsible for daily office operations and must be knowledgeable about SANCA's programs and policies
- Interacts with students, parents, vendors and visitors and show new students/families around the gym
- Responsible for answering phone, voice mail, and email inquiries about SANCA and transfer to appropriate staff member when necessary
- Responsible for registering students for classes: Open/re-enrollment, Auto-pay/enroll, Communication with parents, Confirm enrollment
- Open, sort and distribute incoming correspondence, including faxes and email; sign for and distribute UPS/ FedEx or similarly delivered packages.
- Perform general clerical duties to include, but not limited to, data entry, copying, faxing, mailing and filing.
- Create and modify documents using word processing, spreadsheet, database and/or other presentation software
- Help maintain inventory of office equipment and supplies
- May supervise volunteers and other support personnel
- Assist with special events, such as fundraising activities and productions
- Assist with overall maintenance of the organization and its offices
- Maintain student database
- Attendance: Print new attendance sheets, Follow-up with no-shows, Schedule make-up classes,
- Inform students/families who are ready to advance
- Flying Trapeze Registration: Communicate with FT Director regarding changes/updates, Manage class closures
- Various projects and tasks as assigned

Qualifications:

The ideal candidate would have the

- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines.
- Good writing, analytical and problem-solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to communicate effectively and professionally
- Ability to follow oral and written instructions.
- Ability to work well alone and as part of a team

Previous administrative experienced preferred

Applicants should email a resume to: hr@sancaseattle.org with: Administrative Assistant Spring 2017 in the subject line.