

ADMINISTRATIVE ASSISTANT

Reports to: Director, Art Centre

Terms: Part-Time Contract

20 hrs./week; 12 months

\$17.50 - \$18.50/hr.

Anticipated Start Date: mid February 2025

The Niagara Pumphouse Arts Centre is a registered charity and art hub that connects our community by providing art for all. Located on the banks of the Niagara River in a heritage building that formerly supplied water to Niagara-on-the-Lake (hence our name); the Niagara Pumphouse Arts Centre (NPAC) offers visual arts programs, exhibitions, and events.

PURPOSE

The Administrative Assistant is responsible for providing support to NPAC including managing database, filing records and compiling reports accurately and efficiently.

RESPONSIBILITIES

- Manages database
- Ensures filing (hard copy & soft copy) follows NPAC's Document Retention Policy
- Processes payables and prepares credit card reconciliations
- Assists the Director in collecting, compiling data in preparation of grant applications, presentations and reports
- Occasionally acts as Gallery Attendant, responsible for overseeing gallery space, processing sales and arts administration duties

REQUIREMENTS

- Minimum two years of related office administration experience or an equivalent combination of education and professional and lived community experience.
- Proficient in word processing, spreadsheet, internet and database applications including Microsoft Office Suite, MS 365, Google Drive and Zoom.
- Excellent research, writing and editing skills with a high level of attention to detail.
- Strong organizational skills including time management and ability to multitask.
- Demonstrated ability to handle information with care and discretion.
- Experience processing and recording payables.
- Quickbooks online experience is an asset.
- Friendly, professional, self-motivated and a strong work ethic.
- Experience in and a passion for not-for-profit arts organizations is an asset.