JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>DEPARTMENT</th>
<th>REPORTS TO</th>
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<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Executive</td>
<td>Executive Director</td>
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<tr>
<th>EMPLOYMENT STATUS</th>
<th>FLSA STATUS</th>
<th>EFFECTIVE DATE</th>
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<tbody>
<tr>
<td>Part-Time</td>
<td>Non-Exempt</td>
<td>September 12, 2022</td>
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POSITION SUMMARY
The primary responsibility of the Administrative Assistant will be to assist the Executive Director in the administrative and programming support. The Administrative Assistant will be responsible for supporting the administrative and operational needs of the Executive Director and the rest of the SFI team. The Administrative Assistant will be working with individuals at all levels of the organization, including the Executive Director, volunteers, and donors. In this capacity, the Administrative Assistant performs a variety of financial and administrative tasks requiring the exercise of independent judgment and resourcefulness. The position is based out of the Atlanta, GA office, and the Administrative Assistant is expected to report there each workday.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The essential functions include, but are not limited to the following:

I. Administrative Support – 50%
   1. Board and Committee Meetings
      a. Manage calendar invites and RSVPs for Board and Committee Meetings
      b. Schedule rooms for Board and Committee Meetings
      c. Prepare materials for the Board and Committee meetings, including but not limited to, consent agenda, financial dashboard, and other reports.
      d. Listen to recordings and write the minutes. Send to ED for approval.
      e. Prepare the Quarterly Newsletters for the NLC and Partners with the Partner Resource Manager
      f. Assist with tracking the Strategic Plan
   2. Staff Meetings
      a. Send calendar invites
      b. Prepare the agenda with ED and distribute to staff
      c. Take note and distribute to staff after the meetings
   3. General Filing
a. File documents each week
b. Create File Folders for each fiscal year

4. Mail and correspondence
   a. Pick up the mail each day and give to ED
   b. Write thank you notes as needed for ED
   c. Ensure tax letters are sent out
d. Assist with the annual 1099 mailing

5. Contracts
   a. Prepare contracts for all artists and partners
   b. Distribute contracts
c. Compile a list of checks that need to be written each week
d. Make sure ED signs each contract and a copy is given to each artist or partner

II. Development & Marketing Assistance 50%
   1. Development
      a. Assist with Grant Research & preparation of Grants
      b. Assist with fundraising and donor events
   2. Marketing
      a. Assist with Social Media
      b. Assist with PR efforts

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)
- Bachelor’s Degree with a focus on arts administration preferred
- Minimum of 2 years related work experience in the arts, event planning, or program coordination
- Valid Driver’s License
- Proficiency in Microsoft Office, including Word and Excel, Adobe Creative Suite
- Core Competencies include:
  o COMMUNICATION – Able to communicate across all levels of the organization verbally as well as in writing.
  o LEADERSHIP – Develops and communicates goals in support of the organization’s mission and enhances others’ commitment to their work.
  o PLANNING/ORGANIZING – priorities and plan work activities and uses time efficiently. Must always be able to handle multiple tasks simultaneously while ensuring timely delivery of services.
  o DEPENDABILITY – is consistently at work and on time; commits to put in the time necessary to reach goals and completes tasks on time.

PHYSICAL DEMANDS AND WORK ENVIRONMENT
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

NOTE
This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Executive Director. All duties and responsibilities are essential
functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

REVIEWED WITH EMPLOYEE BY

SIGNATURE: _______________________________ NAME (PRINT): _______________________________

TITLE: ___________________________________________ DATE: ______________________

RECEIVED AND ACCEPTED BY

SIGNATURE: _______________________________ NAME (PRINT): _______________________________

TITLE: ___________________________________________ DATE: ______________________

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