



THE HOLLAND CENTER

COMMUNITY, ARTS AND EDUCATION

34250 N, 60th St., Bldg. B Scottsdale, AZ 85266 | 480-488-1090 | www.hollandcenter.org

The Holland Center is a non-profit organization with a mission to drive community enrichment through arts, education, and community service programs for all generations. We accomplish this with a small team of amazing professionals & volunteers that all pitch in to make a big impact. We light up when we see how our collective efforts enable the community to flourish from artistic expression, a community service project, a new curiosity for history, and so much more from our unique programming. If this mission stirs up something in you like it does for us, and you have a desire to serve as a value-driven contributor, you could be a perfect addition to our team!

Are you an organizational virtuoso with a passion for creating seamless, efficient, and high impact workflows? Are you passionate about administrative support functions and believe that they are the backbone that keep operations running smoothly? Do you have a keen eye for detail, and a proactive approach? Are pivotal functions like answering phones, responding to inquiries, handling correspondence, and keeping calendars straight second nature to you? Does the idea of a well-organized filing system and streamlined database with easily accessible information fill you joy? If so, then we are looking for you!

POSITION:	Administrative Assistant The Administrative Assistant is responsible for providing administrative and operational support for the functions of The Holland Center, as directed by the Executive Director (ED).
STATUS:	Full Time / Non-Exempt - requires some evenings and weekends. Daily onsite attendance required.
SALARY:	Non-profit market-based range. Health insurance available with 50% of premium covered.
REPORTS TO:	Executive Director
HOW TO APPLY:	Please send resume and a brief note summarizing your interest and qualifications to sarah@azfcf.org . <ul style="list-style-type: none">• This recruitment will be open until filled.• First review date will be on April 1, 2024

REQUIREMENTS

- Associate's Degree or higher required, plus 3 years of secretarial or administrative experience.
- Must be able to work well independently and be proactively resourceful & creative at solving problems.
- Solid organizational, multi-tasking, and project/workflow management skills.
- Superior customer service, written/oral communication, and interpersonal skills with all generations.
- Ability to maintain positive, professional relationships with all internal and external stakeholders, and the general public.
- Experience with multi-line phone systems.
- Experience with cash handling.
- Proficiency with Microsoft Word, Excel, and PowerPoint. Knowledge of Microsoft Outlook and SharePoint preferred. Knowledge of Canva and WordPress high-desired.
- Ability to move and handle items exceeding 30 pounds often on a daily basis; ability to bend and lift.
- Identify and connect to the mission of The Holland Center.

RESPONSIBILITIES

- Serve as a friendly point of contact for all external stakeholders: Instructors, volunteers, vendors/contractors, and community partners. Address questions / inquiries and actively assist as needed or seek appropriate help.
- Maintain positive working relationships with internal staff and management. Assist other personnel as needed.
- Handle phone and email inquiries in a timely and friendly manner. Record and relay messages as needed.

- Maintain all calendars including web site event/class calendar.
- Coordinate facility opening/closing schedule.
- Type a variety of documents including memos, records, letters, and reports using proper punctuation, spelling, and grammar. Assemble and file documents as needed.
- Sort and distribute incoming mail.
- Assist with data entry and CRM activities.
- Assist with setup of rooms for daily classes as needed.
- Assist with Special Event planning and management; oversee volunteer committees.
- Assist with management of Art Gallery including exhibit calendar and volunteer committee.
- Refer maintenance issues to custodial & service repair partners as needed.
- Maintain/order inventory of operating supplies and equipment.
- Ensures that personal work area is clean, secure and well maintained.
- Ensure that safety standards and precautions are followed.
- Promote goodwill and convey a positive image of the Holland Center.
- Other clerical, administrative, and special projects as assigned.

Interested applicants, please send resume and a brief note summarizing your interest and qualifications to sarah@azfcf.org.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The Holland Center maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.