

Administrative Assistant Director

Hitchcock Free Academy is looking for a highly organized and detail-oriented person to keep our office running smoothly and efficiently. This is an opportunity to be a vital part of a team to facilitate organizational growth while serving the community.

Hitchcock Academy is a public nonprofit community center located in the heart of Brimfield, MA. Our mission is to enrich the lives of area residents of all ages by providing educational, recreational, and cultural programming. We are a small but highly visible and active organization that is at the heart of the community.

Duties and Responsibilities

1. Demonstrate a mature, responsible, and professional image while assuming responsibility for the smooth running of the daily operations of the Academy.
2. Process mail, email, phone requests, registrations, donations, and petty cash in an efficient, timely and accurate manner.
3. Answer phones and greet visitors, schedule appointments, maintain calendars and coordinate meetings.
4. Communicate with class instructors to schedule programs, monitor contracts, and track attendance.
5. Prepare communications such as memos, emails, invoices, reports, and other correspondence.
6. Coordinate mailings/communications and track RSVPs and attendance at events.
7. Write and edit communications, from letters to reports and instructional documents.
8. Create and maintain filing systems, both electronic and physical.
9. In coordination with marketing, enter and update information on the website as needed.
10. Maintain the program schedule & communicate information for use by the staff, instructors, and program participants.
11. Manage donation data, gift acknowledgments, update & maintain contact lists.
12. Adhere to security standards to assure privacy as well as secure transactions to our program participants and our facility.
13. Maintain inventory of building equipment, office, and janitorial supplies.
14. Assume other pertinent duties as directed.

Skills and Qualifications

The position requires effective time management, attention to detail, organizational skills, written and verbal communication skills, proficiency in Microsoft Office products, the ability to multi-task, learn new computer programs and flexibility to pitch in where needed. The person must be able to work independently and as a team member and be able to collaborate effectively with staff, volunteers, and board members. Growth minded and positive attitude.

Event planning and IT skills a plus. This is a 15 – 20 hour position with a combination of daytime and evening hours.

We are looking to immediately fill the position with the right candidate. Please send application and resume to execdirector@hitchcockacademy.org or drop off to the office. Applications are available at www.hitchcockacademy.org.