



Administrative Assistant

Utah Humanities (UH) seeks a 3/4 Administrative Assistant to join its staff based in Salt Lake City, Utah.

Job Description

This is a ¾ time (30 hours per week) salaried position with benefits that will be responsible for providing administrative support for UH's small, friendly staff. This is a dynamic position with regular duties as well as special projects in a variety of areas, including general office duties, communications, development, and event planning. With a collaborative environment and opportunities for varied and interesting work, this position is perfect for the administrative professional with a self-motivated attitude and a passion for the humanities. Flexible hours. Utah Humanities is an equal opportunity employer.

\$31,200 annual salary with benefits, flexible hours.

Responsibilities include but are not limited to:

- General administrative and clerical support: board meeting preparation/logistics, data entry, scanning documents, direct mailings, office organization and tidying, arranging for office services/deliveries (window cleaning, pest control, water cooler refills, etc.).
- Front desk receptionist duties: answering telephones, ordering supplies, greeting visitors, distributing mail, etc.
- Program support: meeting preparation, logistics and support, data entry, travel arrangements, mailings, etc.
- Other project assistance as needed.

Qualifications:

Required

- Reliability and attention to detail
- Ability to take initiative and follow through on tasks
- Demonstrated written and oral communication skills
- Self-motivation and ability to work both independently and cooperatively
- Knowledge of and hands-on experience with Microsoft Office Suite
- Familiarity with standard office equipment and technology

Desirable

- Minimum of 1 year office administration experience
- Humanities education and/or personal interest and experience
- Experience and skill with relational databases (preferably FileMaker)
- Nonprofit administration experience
- Experience working with nonprofit boards

To apply: combine the following in one PDF document and email to graham@utahhumanities.org: 1) a letter of application addressing your qualifications in the

areas listed above, 2) a current resume, and 3) contact information for three references familiar with your work. Please title the email, "UH Administrative Assistant Position." **Incomplete applications will not be considered.**

Immediate start date, position will be open until filled. Priority will be given to applications received before May 1, 2024. **No phone calls, please.**

Utah Humanities is a 501(c)(3) nonprofit with a statewide mission to empower Utahns to improve their communities through active engagement in the humanities. (<https://utahhumanities.org>). We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us invite diverse perspectives.