



Job Title: Office Assistant

Reports to: Director of Operations + Exhibitions

Department: Administration

Hours: 15-20 hours per week with the possibility of additional hours

Hiring Salary Range: \$15-18 per hour

Job Summary: Sawtooth School for Visual Art (Sawtooth) seeks an Office Assistant to join its team. Reporting to and working closely with the Director of Operations + Exhibitions, the Office Assistant will have direct oversight and responsibility for facilitating the efficient operation of the administrative team by performing a variety of clerical and administrative tasks.

Sawtooth School for Visual Art Overview: Established in 1945, Sawtooth is a non-profit community arts school located in the heart of downtown Winston-Salem, NC. Sawtooth offers classes and workshops in eleven visual art and craft disciplines for students of all ages, skill levels and backgrounds. Along with being an incubator for visual art, Sawtooth fosters creativity through its community outreach programs, including Art + Wellness, serving patients, survivors, and their caregivers, and the Youth Outreach Program, which offers hands-on visual art experiences for young folks who otherwise may not have access.

Essential Duties/Responsibilities

- Assists the Administrative and Programming teams by providing calendar and logistical support.
- Assists the entire Administrative team (Executive Director, Director of Finance, Director of Operations + Exhibitions, and Director of Marketing) as needed.
- Assist with Sawtooth staff onboarding and offboarding.
- Oversees the scheduling, communication, logistics, refreshment ordering of board and staff meetings/gatherings.
- Oversee, order and processes all mail and office supplies, coordinates maintenance of office equipment, and assists with IT support.
- Assists with gift entry and acknowledgements for contributions and grants received.
- Continually seeks to improve processes to ensure smooth and efficient operations, adopts new technologies as appropriate, and offers proactive and detail-oriented support to Sawtooth's Administrative team.
- Assist with off-site, promotional events as assigned.
- Assist Sawtooth staff with volunteer management.
- Stay up to date with current events at Sawtooth; and the day-to-day operations for the school, instructors, and staff members. Be able to speak clearly and positively about Sawtooth's mission and programming publicly.
- Other duties as assigned.

Qualifications

- High school education, preferably with some college.
- Excellent and effective interpersonal and customer service skills and experience.
- Excellent organizational and time management skills.
- Strong oral and written communication skills.
- Proficient in Microsoft Office Suite.
- Accuracy and attention to detail.

- Creativity and self-initiative.
- Interest in visual art and education a plus.
- Familiarity with Adobe Creative Suite and Canva a plus.
- Understanding of and curiosity towards IT systems, hardware, software a plus.

Physical Requirements/Work Environment

- Work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- Work primarily in a traditional climate-controlled office environment spending time at a desk and working on a computer.
- Regularly sit, talk, hear, and interact with staff.
- Occasionally lift up to 30 pounds.
- Regularly use close and distance vision.
- Turn, bend and reach.
- Occasional night and weekend hours will be required.

To apply:

Please send cover letter and resume to operations@sawtooth.org with the subject line 'Office Assistant – your last name.' No phone calls please.

It is the policy of Sawtooth School for Visual Art to make employment decisions on the basis of qualifications for a specific job without regard to race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of a disability, except where such is a bona fide occupational qualification. Applicants are encouraged to confidentially self-identify when applying. Sawtooth offers competitive salary and benefits. Employment is contingent upon successful completion of a reference check from current employer (or most recent employer if not currently employed) and a background check.