

## Pacific Rim Sculptors

### Administrator Assistant

Job Description and Application Process

March 30, 2022

### Organization

Pacific Rim Sculptors (PRS) is a non-profit 501(c)3 whose mission is to:

Promote artistic excellence; provide collective opportunities & resources for members; foster development of young artists, and contribute to communities by increasing public awareness & appreciation of sculpture as an important art form.

For more information visit: <https://pacificrimsculptors.org/>

### Job Details

Title: Administrator Assistant

Number of Positions: 1

Hours Per Week: approx. 6-7 (24-28-hours/month)

Length of Contract: 1 year

Pay Rate: \$25-\$35/hour (depending on experience)

### Position Description

The Administrator Assistant position will report to and provide administrative and communications support to the President and Vice President, and also provide support to Board Committee Chairs of PRS. This is a part-time position with the potential to increase, depending on funding and performance.

### Primary Responsibilities

The Administrative Assistant will, with the participation of PRS volunteers, be responsible for the following

- Communications—including:
  - Curating and editing content for monthly newsletters.
  - Assisting in writing, disseminating, and managing written materials for PRS events, calls for entry, and exhibition announcements.
- Assisting with paper file management.
- Web and Social Media
  - Curate and edit the PRS website.
  - Work with volunteers to manage social media presences (GoogleGroups, Facebook, Instagram, etc.) - edit, curate, and moderate submitted content, and schedule posts.
  - Promote PRS social platforms to increase community engagement and outreach.
  - Organize, and archive media resources.
- Oversee and manage membership and volunteer recruitment

### Qualifications

Strong computing skills, including work with web pages, web-based editors, photo-editing software, and similar tools;

Strong writing and editing skills.

Experience with producing digital Newsletters and Web/Social Media content.

Ability to work independently and as part of a collaborative team

- Comfortable with self-managing time, and working within a deadline.
- Ability to be flexible, have a sense of humor and interact well with a creative group of sculptors.

### Salary

\$25-\$35 an hour. Commensurate with experience and qualifications.

### Application

Please submit your resume and cover letter to [president@pacificrimsculptors.org](mailto:president@pacificrimsculptors.org).

Please include Administrative Assistant (Communications Associate) in the subject header.

We are accepting applications through May 1, 2022.

The position is open until filled. No phone calls, please.

*PRS is committed to a policy that provides equal employment opportunities to all applicants without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, and sexual orientation*