



AMERICAN TAPESTRY ALLIANCE

**The American Tapestry Alliance has an opening for a part-time Administrative Manager to help manage our day to day operations. Responsibilities include communications, promotions, database management, event support, and general office support.**

**Job Title: Administrative Manager**  
**Reports to: President**

**The American Tapestry Alliance, Inc. (ATA) is a non-profit 501(c)(3).**

ATA is engaged in a wide range of educational, exhibition, outreach and promotional programs. Our programs serve the goals of our Mission Statement:

- to promote an awareness of and appreciation for woven tapestries designed and woven by individual artists
- to encourage and recognize superior quality tapestries
- to encourage educational opportunities in the field of tapestry
- to sponsor exhibitions of tapestries
- to establish a network for tapestry weavers throughout the world
- to educate the public about the history and techniques involved in tapestry making

**Purpose:**

To support day-to-day operation of a small non-profit organization.

**Status:**

Employee

**Essential Functions:**

**1. Administrative Support**

- Revise and update forms and materials
- Manage Board of Directors Calendars
- Coordinate publication of exhibit catalogs

**2. Communications Support**

- Create and publish emails as requested
- Assist with print and electronic newsletters
- Maintain organizational archives

**3. Event Support**

- Coordinate Board of Directors meeting
- Coordinate Biennial Members Meeting
- Assist with annual fundraiser

**4. Technology Support**

- Manage Website
- Manage Social media platforms
- Maintain software packages, databases and other technology used by ATA volunteers

**5. Additional tasks as directed by the Board of Directors**

**Qualifications:**

- Highly self-motivated with good communication skills
- Proficiency with spreadsheets, databases, and word processing
- Ability to multi-task and prioritize in a dynamic environment
- Strong attention to detail
- Solid written and oral communication skills
- Interest in and commitment to ATA's mission is helpful
- Previous experience in the non-profit sector is helpful
- Must be a US citizen and reside in the US

**Schedule:**

Up to 29 hours per week

To apply please send a resume and cover letter to [board@americantapestryalliance.org](mailto:board@americantapestryalliance.org) by November 1, 2018.