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 by November 1, 2018.