



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

Executive/Development Assistant

Burlington City Arts

POSTING DATE: January 16, 2015

DEADLINE TO APPLY: January 30, 2015

RATE OF PAY: \$17.17

POSITION STATUS: Full-Time 40 hours/week

EXEMPT/NON-EXEMPT: Non-Exempt

CLASSIFICATION GRADE: 12, Non-Union

This position is responsible for providing administrative support to the Executive, Assistant and Development Directors and is also responsible for donor database maintenance and administration.

ESSENTIAL FUNCTIONS:

- Process all invoices and checks and bring them over to C/T office for payments / deposits.
- Responsible for member database administration and maintenance including recording member demographic information and donations.
- Send out thank you letters, membership cards, tax receipts and draft personalized letters of thanks and solicitations for various fund drives.
- Fill in at the Front Desk as and when needed.
- Provide routine administrative support, including, but not limited to, answering telephones; opening and distributing incoming and outgoing mail scheduling appointments, meetings and meeting space; typing; photocopying; data entry and filing; and ordering office supplies.
- Attend meetings to record minutes and follow up as necessary.
- Prepare and type correspondence, reports, memoranda, and other documents.
- Performs other duties as required

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent required
- One or more years of administrative office support experience required.
- Must be computer proficient, including familiarity with Word, Excel, and Access software programs required
- Knowledge of a variety of general office procedures to include typing, filing, record keeping, and basic mathematical calculations required.
- Working knowledge of Donor Management software preferred.
- Background in Arts highly preferred.
- Outstanding customer service and communications skills required.
- Ability to communicate clearly and effectively with all employees and members of the public
- Ability to adjust to flexible work assignments and hours.
- Ability to work nights and weekends on occasion as required.
- Ability to maintain positive work relationships in a busy office environment.
- Ability to professionally represent the City of Burlington and the City Arts Department in all dealings with members of the general public, local officials, City Arts Board members, etc.
- Ability to multi-task and work in a fast paced, pressurized environment.
- Strong interpersonal skills required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington,

please see our website: www.burlingtonvt.gov/HR. *The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The*

City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145. WOMEN, MINORITIES AND

PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.