

The Crooked Road: Virginia's Heritage Music Trail

Position Description: Full Time Administrative Assistant

Duties & Responsibilities

The Administrative Assistant will be responsible for daily office operations of The Crooked Road. These duties include providing direct support to the Executive Director and Board of Directors, Executive Board, and all committees. The Administrative Assistant will be responsible for administrative and promotional aspects of The Crooked Road's projects, programs, and tours. This position reports directly to the Executive Director. Specific duties and responsibilities:

Administrative Responsibilities

- Provide support for all programs and initiatives of The Crooked Road including support and coordination for special events
- Filing financial reconciliation reports, processing invoices, making deposits and coordinating with The Crooked Road's accountants & auditors as necessary
- Maintain filing systems for all pertinent documents, reports, financial materials, etc. related to The Crooked Road
- Communication including answering phones and responding to direct requests for information, forwarding all messages to pertinent partners and staff
- Coordinate all materials related to The Crooked Road Board of Directors, Executive Board, and committee meetings including taking board minutes and scheduling for meetings
- Organize grant documents and materials needed for grant management and reimbursement
- Scheduling all travel plans and hotel stays for staff as needed
- Maintaining an organized office space including ordering all necessary supplies and scheduling maintenance as needed
- Update social media and website content
- Other administrative duties as deemed necessary by the Executive Director

Applicants should have an in-depth knowledge of filing systems, computer proficiency, excellent time management skills, highly organized, and excellent customer service skills. Experience in clerical and administrative duties is required and proficiency in Excel, QuickBooks, and current social media trends is preferred.

Travel

Travel is required for duties of the position. Applicants must have a valid driver's license, reliable means of transportation and personal liability insurance. Authorized travel will result in mileage reimbursement at the current IRS rate for personal vehicle use. Travel for industry events and conferences may be required as well.

Compensation & Benefits

Salary rate is \$1,600 per pay period, paid on the 15th and 30/31st of each month, with a 90-day trial period. This position will also include a vacation, personal leave policy, and paid holiday per The Crooked Road's personnel policy. This is based on 40 hours of work during a 5-day work week at The Crooked Road's office in Abingdon, VA. Limited work from home options available.

Please send resumes via email to thughes@thecrookedroad.org. Position open until filled. The Crooked Road: Virginia's Heritage Music Trail is an equal opportunity employer.