



Santa Fe Indian Market

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

JOB DESCRIPTION

TITLE: Membership and Events Assistant
SUPERVISOR: Membership Coordinator
DATE: May 16, 2019

Please send a resume, cover letter and three references to: ttouchine@swaia.org by June 1, 2019

SUMMARY OF POSITION:

The Membership and Development Assistant manages the administrative needs of SWAIA Members and Donors/Sponsors. The goal is to provide consistent, efficient and professional support at all times.

This person is a part of a team that ensures staff compliance with all legal requirements and SWAIA policies and procedures. There is direct contact with all SWAIA staff, board trustees, committee members, volunteers, donors/members, vendors, the public, and Native American artists. The position requires a broad knowledge of the technical aspects of business operations, sharp and up-to-date computer skills, and the ability to track multiple efforts with the larger picture in mind. The Volunteer Coordinator is supervised by the Membership and Volunteer Coordinator, and works closely with the Office Assistant and volunteers, and supervises no one. This is a non-exempt, hourly position. Office hours are 9:00 a.m. to 5:00 p.m. Monday through Friday*, with occasional overtime required during Indian Market week, for which overtime will be paid. All hours will be paid under the Fair Labor Standards Act.

JOB DUTIES:

Responsibilities include, but are not limited to:

1. Providing administrative support to the Membership Coordinator
2. Answering telephone and email messages to constituents in a timely manner
3. Learn to utilize and maintain SWAIA database (Neon) to input data, run reports, and process payments
4. Assist in scheduling meetings with SWAIA constituents
5. Learning the SWAIA Membership levels and assisting in monthly correspondence (membership renewal reminder letters and lapsed memberships) with SWAIA Members
6. Assist in sending out thank you acknowledgement letters for gifts, donations, Gala Auction purchasers, memberships and artist award sponsorships, as well as in-kind donations
7. Assist in maintaining the Best of Show, Sneak Preview, General Preview, Gala and Fashion Show Ticket purchase registration lists
8. Assisting in the outreach for new SWAIA members
9. Creating invoices for memberships, sponsorships, special services, etc.
10. Assisting in coordination and planning of Sponsorship Deliverables during Indian Market
11. Assisting in event planning of Santa Fe Indian Market and participation in all SWAIA events leading up to and during Indian Market including ticket purchase requests, registration desk process, coordination and support of Gala event, and closing down registration desks of all events
12. Assisting in organizing information for Members and Sponsors before and during Indian Market

13. Assist in mailings for Development or event invites
14. Work with other staff as necessary

ENTRANCE REQUIREMENTS:

1. Three years of experience in basic office administration duties. Some college preferred.
2. Previous management experience is necessary; proven ability to work with a wide variety of people, maintain confidentiality, display sensitivity, tact and discretion with all aspects of the work. Familiarity with Native American art and/or culture preferred.
3. Proficient administrative skills, including proven ability to organize time, plan projects, set priorities and goals, act independently and work productively during times of high activity without being distracted from priorities. Able to work in a constantly changing environment.
4. Willingness to help with other office prioritized projects (such as mass mailings, etc.); demonstrating a commitment to teamwork.
5. Expert attention to details, proofreading and cross-checking of your own and other's work.
6. Proficiency in the use of Microsoft programs such as Word and Excel; able to create professional correspondence with letters, spreadsheets, and email software.
7. Excellent use of business English and communication skills, both verbal and written.
8. Reliable, punctual, and able to work productively with minimal supervision, acting independently within areas of responsibility. Ability to be at the office promptly at 9:00 a.m. unless notice is given that hours will be different.
9. Willingness and ability to work occasional extra hours in the evening and weekends during Indian Market week, for which overtime will be paid.
10. Experience working with non-profit, special events, or arts organizations, very helpful.
11. Commitment to the goals and mission of SWAIA.

SWAIA IS AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

***Seasonal Position Details**

Beginning date: June 3, 2019 from 9:30 am to 5:00 pm for training

Part-time schedule: June 3, 2019 to June 28, 2019; 25 to 30 hours per week

Full-time schedule: July 1, 2019 to August 9, 2019; 40 hours per week

Indian Market week: August 12, 2019 to August 18, 2019; 40 hours + overtime (Note: Hours will extend past 8 hours per day)

Post Indian Market schedule: August 20, 2019 to August 22, 2019

SWAIA will provide working environment and ordinary office tools, computer, email address, copier, phone and office supplies. Employee will work in the offices in collaboration with other staff and with the approval of the Executive Director. All materials produced are the property of SWAIA; the employee understands that all email correspondence is the property of SWAIA. The client agrees to perform these services in a professional demeanor and manner.

Terms of Payment

Employee will complete and submit a weekly timesheet for payroll processing on the Tuesday of the pay week.

Payment via the payroll system is biweekly and can be paid via direct deposit or by check.

Rate of Pay: \$15 per hour / time and a half for overtime per hour