Administrative and Digital Media Assistant

Utah Humanities (UH) seeks a full-time Administrative and Digital Media Assistant to join its staff based in Salt Lake City, Utah.

Job Description
This is a full-time salaried position with benefits that will be responsible providing administrative and digital media support for UH’s small, friendly staff. This is a dynamic position with regular duties as well as special projects in a variety of areas, including communications, development, event planning, and assisting program staff. With a collaborative environment and opportunities for varied and interesting work, this position is perfect for the administrative professional with a self-motivated attitude and a passion for the humanities. Flexible hours. Utah Humanities is an equal opportunity employer.

$40,000 annual salary with benefits, flexible hours.

Responsibilities include but are not limited to:
- Digital media support (social media posting and monitoring, community calendaring, assistance with monthly e-newsletter, maintain contact lists, organize and digitize materials such as photos, videos, etc.)
- Program support (meeting preparation, logistics, and support, data entry, travel arrangements, mailings, etc.)
- Front desk receptionist duties (answering telephones, greeting visitors, etc.)
- General administrative and clerical support (board meeting preparation, logistics, and support, direct mailings, telephone, office supplies, generating reports, etc.)
- Other project assistance as needed

Qualifications:
Required
- Minimum of 1 year office administration experience
- Experience with social media platforms (Facebook, Instagram, and Twitter)
- Humanities education and/or personal interest and experience
- Demonstrated written and oral communication skills
- Self-motivation and ability to work both independently and cooperatively
- Knowledge of and hands-on experience with Microsoft Office Suite
- Experience with, or willingness to learn, software for email marketing (Constant Contact)
- Familiarity with standard office equipment and technology
- Reliability and attention to detail

Desirable
- Written and spoken fluency in both Spanish and English
- Experience and skill with relational databases (preferably FileMaker)
- Nonprofit administration experience
- Experience working with nonprofit boards
To apply: combine the following in one PDF document and email to graham@utahhumanities.org: 1) a letter of application addressing your qualifications in the areas listed above, 2) a current resume, and 3) contact information for three references familiar with your work. Incomplete applications will not be considered.

Immediate start date, position will be open until filled. Priority will be given to applications received before March 15, 2022. No phone calls, please.

Utah Humanities is a 501(c)(3) nonprofit with a statewide mission to empower Utahns to improve their communities through active engagement in the humanities. (https://utahhumanities.org). We encourage applications from candidates with diverse backgrounds, particularly those from historically underrepresented groups, whose professional and personal experiences will help us invite diverse perspectives.
Immediate Opening: Administrative Assistant

Utah Humanities seeks an experienced administrative assistant for a half-time hourly position, providing administrative support for UH’s small, friendly, collaborative staff. This is a dynamic position with regular duties as well as frequent special projects in a variety of areas, including communications, development, nonprofit administration, legislative advocacy, event planning, and assisting program officers in UH’s Centers for the Book, Community Heritage, Educational Access, and Local Initiatives. With a collaborative environment and opportunities for varied and interesting work, this position is perfect for the administrative professional with a self-motivated attitude and a passion for the humanities. Flexible hours. Utah Humanities is an equal opportunity employer.

$12-15/hour, no benefits, 18-20 hours/week

Responsibilities:

- Data entry and report generation
- Direct mail administration
- Community calendars
- Meeting and special event arrangements and technology
- Clerical assistance (mailings, telephone, office supplies, reports, etc.)
- Other responsibilities and special projects related to the applicant’s strengths and experience

Qualifications:

Required

- Minimum of 1 year office administration experience
- Humanities education and/or personal interest and experience
- Demonstrated written and oral communication skills
- Self-motivation and ability to work both independently and cooperatively
- Knowledge of and hands-on experience with Microsoft Office Suite
- Demonstrated experience and skill with relational databases (preferably Filemaker)
- Experience with, or willingness to learn, software for email marketing (Constant Contact) and web content management (Joomla)
- Familiarity with standard office equipment and technology
- Reliability and attention to detail

Desirable

- Written and spoken fluency in both Spanish and English
- Nonprofit administration experience
- Experience working with nonprofit boards

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[www.utahhumanities.org](http://www.utahhumanities.org)