



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