



TITLE: Office & Administrative Services Manager

LOCATION: Hybrid – Corporate Office, Atlanta Georgia

SALARY: \$50,000.00 annually (negotiable based on skills and previous experience)

SOUTH ARTS:

Headquartered in Atlanta, Georgia, South Arts is a nonprofit regional arts organization empowering artists, organizations, and communities, and increasing access to arts and culture.

In partnership with the National Endowment for the Arts and the State Arts Agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee — with additional funding from other public and private donors such as the Doris Duke Charitable Foundation, the Ford Foundation, and The Andrew W. Mellon Foundation — South Arts supports artists and organizations through a rich and responsive portfolio of grants, fellowships, and programs.

As an organization, we believe that art elevates the region in which we live, that it increases connectedness between community members, and that it can serve as a catalyst for meaningful change.

BENEFITS:

- We offer a generous benefits plan consisting of Medical, Dental, Vision, Short Term Disability, Long Term Disability, Life Insurance, 403(b) Investment Plan, Paid Vacation and Sick Leave, Holidays, and Incentive Bonuses.
- The position is based out of our Atlanta, Georgia office. Our current hybrid model for this position is in-office days Tuesday's – Thursday's and teleworking on Monday's & Friday's.

WHAT YOU WILL DO:

Office Operations

- Manage and oversee the South Arts office and provide oversight and management for operations of the office to ensure orderly and smooth function of day-to-day office activity and processes
- Assist in administrative areas to include office equipment and systems
- Work with building management on all office issues, and act as liaison with building and South Arts Senior management
- Keep all administrative procedures, emergency and contact information, and staff lists updated
- Training/orientation new hires and interns on all office operations functions and office machines
- Assume all administrative areas of responsibility including:
 - Order all office & kitchen supplies and search for the most competitive pricing
 - Maintain neat and clean common spaces in the office
 - Manage parking passes, validations and issues
 - Assist with staff shipping needs and maintain supplies
 - Asset management all office equipment
 - Assist the IT Director with shipping or receiving IT equipment as needed
 - Contact vendors in a timely manner to report any office equipment issues or failures

S O U A R T S H

General Operations

- Manage logistics planning for staff social functions and teambuilding activities
- Manage staff tracking projects such as birthdays, work anniversaries and other various important work related milestones
- Manage and distribute staff weekly work schedules
- Manage and distribute monthly staff in-office calendars
- Assist with maintaining South Arts Internal Calendar
- Assist with tracking staff time off accruals and providing monthly statements as needed
- Assist with taking photos at staff events and meetings
- Assist in maintaining updated office and virtual bulletin boards on the shared drive
- Track and record vendor selection process to ensure compliance with the diversity, equity and inclusion policy

Executive Services

- Draft correspondence, agendas, and meeting minutes for board committee meetings and internal staff meetings
- Conduct research and provide project management for operations
- Set appointments and itineraries as needed
- Creation of data tracking spreadsheets as needed
- Support and update databases and run database reports as requested
- Coordinate mailings as needed
- Create, read, analyze, file, retrieve and organize organizational documents
- Coordinate events and meetings related to projects and programs to include but not limited to:
 - Overseeing meeting/event logistics
 - Reserving any needed venues and equipment
 - Catering services coordination
 - Communicating with participants/constituents
 - Preparing documents, contracts, presentations and talking points

WHAT YOU OFFER:

- General knowledge and understanding of MS Office, especially these applications:
 - Outlook – scheduling meetings, managing calendars, use of rooms and other advanced functions; also managing, importing and exporting contacts; task management
 - Word – document formatting, review options/tracking, mail merge, layout options
 - Excel – spreadsheet creation; column and row formatting; data sorting; page formatting, including borders, gridlines, and use of headers and footers
 - PowerPoint – plan and design presentations with the ability to edit, add or change the order of slides; layout and font synchronization throughout a created presentation
- Advance knowledge of MS Word, Excel and PowerPoint is preferred
- Basic knowledge of customer relationship management systems, Salesforce experience a plus
- Basic knowledge of remote team meeting software, presentation tools and graphics tools, Zoom experience a plus
- Excellent project management skills and a positive attitude
- Demonstrated ability to meet deadlines, and handle and prioritize simultaneous requests
- Creative and analytical thinker with strong problem-solving skills
- Must demonstrate ability to communicate effectively verbally and in writing with all levels of the organization
- Self-starter with the ability to move projects and tasks forward to completion



EDUCATION:

- Bachelor's degree preferred

OTHER REQUIREMENTS:

- The position will be based at the South Arts office in Atlanta
- The applicant must live in the Atlanta area, no remote applicants unless willing to relocate to Atlanta

To apply for this position, please submit cover letter, current resume, and salary requirements to Attn: Human Resources, hrrecruiting@southarts.org.

South Arts is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. South Arts is also committed to compliance with all fair employment practices regarding citizenship and immigration status.