



Part-time Weekend & Evening Assistant

The primary role of the Assistant is to provide weekend building coverage as well as coverage for other events. Some weekday work will be required but hours are flexible to best meet the needs of Tannery Pond Center and the employee. Additionally, the assistant will be responsible for a variety of other duties as assigned by the Executive Director to include but not limited to:

Events

- Provide building supervision of scheduled events.
- Oversee the staffing and support needs for some events.
- Oversee set-up and break-down of some scheduled events.

Building Management

- Communicate and coordinate with Executive Director.
- Maintain and update bulletin board and other signage.
- Maintain tourism display.
- Work with staff, board members, and volunteers to create a vibrant and welcoming community center.

Administrative Responsibilities

- Assist with marketing and promotions activities when requested by the Executive Director.
- Distribute all marketing and promotional items such as posters, press releases, rack cards, mailings, newsletters, etc. to post offices, visitor centers, and community boards throughout Warren County including chamber of commerce locations.
- Assist with social media and website postings.

Hard working and dedicated to success. Work collaboratively, transparently, and supportively with Executive Director, including maintaining open lines of communication and information sharing. This person reports to the Executive Director. Ability to be flexible and a team player.

Job hours

- Part-time - 10 to 12 hours per week which includes required hours of Saturday's 12-4 pm.
- Other weekday, weekend, and evening hours depend on scheduled events. Some flexibility in scheduling.

Qualifications

- Computer skills.
- Ability to use Google Suite and Microsoft Office preferred.
- Ability to work collaboratively and/or independently.

To Apply

Please submit a Letter of Interest to: director@tannerypondcenter.org. All applications will be managed confidentially. No phone calls, please. Position will remain open until filled.

Tannery Pond Center is an equal opportunity employer. All applicants will receive consideration for employment regardless of race, color, religion, national origin, age, veteran status, gender identity or expression, marital status, disability, or any other basis protected by local, state or federal laws.