

Job Announcement

Administrative Assistant Literary Arts

Literary Arts seeks a dedicated, detail-oriented individual with excellent interpersonal skills to support an exciting array of literary programs including Portland Arts & Lectures and Writers in the Schools. For more information about Literary Arts, please visit www.literary-arts.org.

Responsibilities

- Answer phones and process ticket orders for Portland Arts & Lectures and other events.
- Assist with visitor reception, mail and other correspondence.
- Attend Portland Arts & Lectures events. Staff box office as needed.
- Provide other administrative support, including mailings, event coordination and information distribution.
- Provide office management support, including facilitating staff meetings and managing relationships with service providers.
- Provide support to Writers in the Schools, including editorial work on the annual student anthology, regular interaction with writers, and assistance with program schedules and activities as specified by Writers in the Schools Program Director.

Qualifications

- Outstanding organizational skills and attention to detail.
- Ability to give warm and courteous customer service.
- Excellent people skills. Experience managing staff and volunteers, and general business operations.
- Familiarity and comfort with information technology and databases. Experience with relational databases preferred.
- Interest in the literary arts.
- Background in writing or literature and/or professional proofreading experience a plus.

This is a full-time position with benefits.

Please submit cover letter, resume and references by May 7, 2008 to:

Administrative Assistant

Literary Arts

224 NW 13th Avenue, Suite 306

Portland, OR 97209

No phone calls or e-mails, please.