Position Title: Administrative Assistant
Primary Reporting Responsibility: President & CEO
Status: Part-time, non-exempt (15-20 hrs/week)

About Buffalo Center for Arts and Technology: Buffalo Center for Arts and Technology (BCAT)’s mission is to provide opportunities for careers through the arts and workforce development. Our vision is improved high school graduation rates; access to safe environments to learn and prosper; develop family-sustainable wage earners; and contribute to economic and social growth.

Summary of Position: The successful Administrative Assistant will effectively and efficiently provide detail-oriented administrative support to BCAT’s President & CEO, ensuring smooth functioning of the CEO’s office, managing CEO’s calendar and commitments, and managing board events and communications. Flexible schedule. Note that this is a part time (up to 20 hours per week) position.

Administrative Assistant Essential Functions:

Administration
● Complete a broad variety of administrative tasks that facilitate the CEO’s ability to effectively lead the organization, including: assisting with grant preparation and special projects; designing and producing complex documents and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; and completing expense and reimbursement reporting.
● Maintain open communications with leadership and providing information and documents as needed.
● Complete assigned projects by coordinating with appropriate staff, including the leadership team.
● Coordinate staff and leadership team meetings and assist with events as needed.
● Arrange and handle logistics for Board meetings and events: schedule meetings; draft agendas; finalize minutes, develop, compile, and distribute relevant materials.
● Provide calendar management for CEO. Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
● Work with the leadership team to coordinate the CEO’s outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.
● Provide event management support as needed.
● Assist with and invest in building long-lasting relationships both externally and internally.
● Ensure CEO’s office materials (such as snacks, printer supplies, paper, office supplies, etc.) are consistently replenished.
● Other projects/duties as assigned for the overall benefit of the organization

Education, Experience & Skills Required:
● Minimum two years administrative support experience. AA/AS preferred. Nonprofit experience highly preferred.
● Strong ability to execute work with a diversity, equity, and inclusion lens.
Expert proficiency with MS Office and Google Workspace.
Strong verbal and written communication skills.
Exceptional organizational skills and impeccable attention to detail.
High degree of professionalism in dealing with diverse groups of people, including Board members, community leaders, donors, staff and funded partners.
Make appropriate, informed decisions regarding priorities and available time.
Strong multi-tasking skills
Ability to complete a wide variety of tasks and projects independently.
Ability to react with appropriate levels of urgency to situations that require quick response or turnaround.
Able to maintain a high level of integrity and discretion in handling confidential information.
Excellent judgment is essential.
Ability to switch gears at a moment’s notice.
Must submit to and pass a criminal and sexual offender check

How to apply:
Interested candidates should submit a resume, cover letter and the names of three references to eeisenhauer@bufcat.org. Applications will be accepted until the position is filled. Incomplete applications may not be considered.