ADMINISTRATIVE OPERATIONS ASSOCIATE

DEPARTMENT: Executive Affairs

POSITION: Administrative Operations Associate

REPORTS TO: Co-Executive Directors

CLASSIFICATION: Part Time

LOCATION: Washington, DC (in-person requirement)

COMPENSATION: $20 - $23 per hour

The International Association of Blacks in Dance preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit www.iabdassociation.org.

POSITION SUMMARY
The International Association of Blacks in Dance (IABD) is seeking an organized, responsible, detailed oriented individual for a Part-Time Administrative Operations Associate. Duties of the Administrative Operations Associate involves coordinating, planning and directing services that support the running of the Association and all IABD Team Members, President & CEO, directors, managers and employees. Assisting in front office and telephone operations, mail collection and distribution, travel, data management and managing our company’s general administrative activities. This position will be based in the Washington, D.C. area and requires the individual to be in-office. The ability to multi-task, focus on detail and professionally communicate with various internal and external constituents is essential.

RESPONSIBILITIES

- Provide a professional first point of contact to members and the general public seeking information about the Association and its programs and services;
- Organize and schedule appointments and meetings, as well as departmental engagement events;
- Assist with maintaining departmental email accounts;
- Produce and distribute correspondence memos, letters, forms, etc.;
- Assist in the preparation of regularly scheduled reports;
- Travel Coordination;
- Prepare agendas, schedules and document minutes when needed;
- Answer telephones and respond to requests and inquiries, mail collection and distribution, etc.;
- Proactively order supplies and equipment inventories, ensure operation of equipment, placing and expediting orders;
- Carry out administrative duties such as filing, typing, copying, scanning, etc.;
- Maintain computer and manual filing systems;
- Perform other duties as assigned.
EDUCATION AND EXPERIENCE

- High School diploma or equivalent; college degree preferred
- Three to five years’ experience in the fine/performing arts field or in a related area
- Proficiency in Microsoft Office Suite and Google applications
- Ability or capacity to learn Association Management Software

PROFESSIONAL COMPETENCIES

- Excellent written and verbal communication skills including writing, editing, proofreading, and grammar skills required
- Excellent interpersonal skills, tact and diplomacy
- Well-developed organizational and time management skills
- Dependable
- Ability to work effectively both independently and in a team environment
- Respect for and adherence to confidentiality
- Well-developed customer service orientation
- Strong attention to detail and follow-through
- Creativity, resourcefulness, and strong problem-solving skills
- Ability to prioritize and multitask with little supervision
- Deadline and detail-oriented, managing processes, research and reporting
- Exhibits the ability to work effectively in a fast-paced, high-energy environment
- Fully participates in special activities of the organization
- Willingness to travel 2-3 times, per year
- Availability to work occasional evenings and weekends

If you have the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org.

NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org.

The International Association of Blacks in Dance
1621 Connecticut Avenue, NW
Suite 400
Washington, DC 20009

IABD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.