

# Marketing & Administrative Assistant

## Sampson Arts Council (SAC)

709 College St. Clinton, NC 28328 | Part-time, 16 hours/week | \$15/hour

**Schedule:** Tuesdays & Thursdays, 9:00am – 5:00pm



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## Position Overview

The **Marketing & Administrative Assistant** supports the **Executive Director** in promoting, organizing, and managing the day-to-day operations of the Sampson Arts Council. This role combines creative marketing with essential administrative support to help advance SAC's mission of inspiring, promoting, and cultivating the arts in our community.

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## Supervision

Reports directly to the **Executive Director**.

In the absence of the ED, this position reports to the **current Arts Council President**.

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## Key Responsibilities

### Marketing & Communication

- Maintain and update the SAC **website** and post regularly to **Facebook** and **Instagram**.
- Create and distribute monthly **email newsletters** through *Constant Contact*; maintain membership database.
- Assist in the **coordination and promotion** of events, classes, and exhibitions across traditional and digital media.
- Develop skills in **marketing material creation, event planning, and community engagement** projects.
- Support **digital design projects**, including posters, banners, ads, and social content (using Canva or similar).
- Collaborate with the Executive Director on branding and outreach efforts to enhance SAC's statewide visibility.

### Administrative Support

- Serve as the **first point of contact** for visitors and callers - providing friendly, professional assistance.
- Prepare outgoing correspondence and **bulk mailings**.
- Maintain accurate records using **Donor Perfect** membership software.
- Assist with coordination of **gallery shows, art events, and classes** - including communications and media follow-up.
- Help facilitate **facility rentals**, preparing contracts and assisting clients with tours.
- Support **board meetings** by preparing materials and recording minutes.
- Handle **financial transactions**, receipts, and preparation of event packets or administrative documents.
- Maintain **organized filing systems** and databases.

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## Qualifications

## Education & Experience

- High School diploma required; Associate's or Technical degree preferred (business, arts, or communications a plus).
- Prior experience in **clerical, secretarial, or marketing roles** desired.
- Proficiency in **Microsoft 365 for Business (Word, Excel, Publisher, Outlook, SharePoint)** and basic internet operations.
- Familiarity with **QuickBooks, Canva, Constant Contact, and Donor Perfect** encouraged but not required.

## Knowledge, Skills & Abilities

- Strong written and verbal **communication** skills.
  - Ability to **multi-task** and work independently in a creative, team-oriented environment.
  - Attention to detail and ability to **manage projects** efficiently.
  - Professional, approachable demeanor with strong **interpersonal skills**.
  - Ability to lift up to 30 lbs. and perform light physical activity as needed.
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## Compensation & Details

**Hours:** 16 per week (Tuesdays & Thursdays, 9:00am – 5:00pm)

**Pay:** \$15/hour

**Work Environment:** Sedentary office role with occasional movement for event setup.

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## How to Apply

Please email the following to [director@sampsonarts.org](mailto:director@sampsonarts.org)

- Completed SAC **job application** (available at [www.sampsonarts.net](http://www.sampsonarts.net))
- **Resume**
- **Cover letter**

**Application deadline:** *open until filled*

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## About the Sampson Arts Council

The **Sampson Arts Council** enriches the cultural life of Sampson County residents through programs, exhibitions, and educational opportunities that inspire creativity and foster community pride. Join us in building a vibrant arts presence across our region.