



Now Hiring: Administrative Specialist

10-15 hours/week, hourly

Reports to Senior Education Manager

Open until filled with priority deadline January 20, 2025

ORGANIZATION SUMMARY

The Weavers Guild of Minnesota (WGM) provides opportunities for people to explore the arts of spinning, weaving, and dyeing. We are a multigenerational, member-supported community with dedicated classrooms and workspace. The Guild is an active space, where members and students gather to learn and share in a non-competitive, collaborative environment. Our retail store sells equipment, books, and yarns as well as gently-used equipment and other donated items.

WGM is a 501(c)3 non-profit and is governed by a member-elected Board of Directors.

POSITION SUMMARY

The Administrative Specialist supports senior staff in carrying out the day-to-day operations of the Guild. This position is rewarding on many levels – working hand-in-hand with our committed staff and community and being immersed in the fiber arts.

The position requires strong attention to detail, organization, and basic software and communication skills. Ideal candidates are energized by helping others and working as part of a team to support Guild operations.

CORE JOB RESPONSIBILITIES

- Code and maintain accurate financial records for all sales using Quickbooks
- Prepare program materials, including class reminders, evaluations, and webpages
- Provide retail support, covering breaks for Engagement Specialist
- Support onsite member, education, and volunteer activities as assigned
- Assist with marketing, communications, and engagement needs as assigned

QUALIFICATIONS

- Passion for the Guild's mission and ability to adhere to WGM's policies and procedures
- Active listener with ability to take direction, deliver on commitments, and work independently under limited supervision
- Experience with Microsoft Office or Google Suite, Quickbooks, Wordpress, and Constant Contact; if no experience then a willingness to learn
- Organized and detail oriented, able to enter and track data accurately
- Ability to pivot to meet needs, serving as a positive and supportive team member
- Commitment to fostering a work culture that is welcoming, equitable, and inclusive

WAGE & BENEFITS

Hourly wage is \$21/hour. This position works onsite at the Weavers Guild. Working hours are flexible, but must align with Guild needs. Benefits for this position are limited to a free Guild membership and discounts on class registrations and shop purchases.

HOW TO APPLY

Please submit a resume and brief statement sharing how your skills and experience align with the position to HR@weaversguildmn.org. Please include "Administrative Specialist" in the subject line. Priority will be given to candidates who submit by January 21, 2025.