

2016 Office and Development Assistant – Part Time Position Description

North House Folk School

Updated – April 2016



**PLEASE CONTACT NORTH HOUSE FOR AN APPLICATION PACKET
218-387-9762 or info@northhouse.org**

The North House Folk School is a unique educational nonprofit committed to enriching lives by providing learning experiences that inspire the hands, heart and mind. The staff team works in cooperation with both volunteers and instructors to insure that each student's experience at North House is of the highest possible quality. The ideals of cooperation, teamwork, dedication and creativity are central to the success of the organization.

Salary: Pay range \$11.50-\$12.00 per hour

Hours: Core hours during May-November 10-20 hours per week, varied days and hours as necessary for coverage with expanded hours during key special events. Possibility of year-round involvement.

Benefits: as defined by personnel policies, no paid vacation or health care coverage

Reports to: Executive Director

Cooperates with: Office Manager & Development Manager

Ideal qualifications:

Involvement in educational programming and nonprofit management; demonstrated enthusiasm for traditional northern crafts; strong organizational abilities; experience with and enthusiasm for working with people of all ages; willingness to assist with varied projects; flexibility; creativity; confidence/significant experience utilizing computers; excellent oral and written communication skills; and a commitment to teamwork.

Experience managing fundraising projects of multiple types, writing grant requests & reports, attending to details ranging from mailings to database entries, and engaging donors in a variety of forums is desirable.

Job Duties:

1. Serve as a primary campus contact in the Front Office: Interpret North House's mission and programs for the public, welcoming all inquiries, dispersing accurate information and providing excellent customer service. Address the needs of potential students by responding to information requests and assisting with enrollment process.

- answer phone calls and respond to phone messages, forwarding each as appropriate
- check for e-mail inquiries and respond appropriately
- greet and interact with walk-in visitors.
- provide requested information and register interested students
- utilize Hjordis & docking reservation system.
- receive and process inquiries for phone orders

2. Insure the success of North House's fundraising efforts by managing key details and coordinating tasks connected to member/donor recognition, auction solicitation/set up/management, and business partner engagement.

- membership/donors: maintain donor records, create acknowledgement mailings, invite and track participants at donor gatherings
- coordinate fundraising event details: lodging for featured guests & instructors, catered food arrangements, sound system rental & operation, tracking of ticket sales, etc.
- pursue outreach strategies to increase fundraising event visibility: poster distribution, auction promotion, local business outreach/engagement
- assist with planning and hosting of event auctions: Boats to Tools Auction in June and Points North Auction in September

3. Assist with ongoing office projects in coordination with the Office Manager, taking on responsibilities and tasks designed to maximize the effectiveness and efficiency of the office

- accurately enter address information into computer database for new inquiries and add e-mail addresses to e-newsletter, ensuring that duplicate addresses are minimized.
- prepare student welcome packets
- greet instructors at their arrival and provide final course updates
- greet/check-in students and provide campus overview

4. Ensure that the North House campus is a welcoming and attractive destination for students and visitors

- organize resources and products in school store as needed.
- help maintain the cleanliness and organization of the front office/school store
- manage student commons & coffee area keeping pots full and area clean
- ensure that classrooms and bathrooms are clean prior to the arrival of students, including all campus classroom buildings/bathrooms (blue building, red building, fish house)

5. Assist with other North House projects and responsibilities as requested

- recruit and involve volunteers in a variety of roles throughout the year.