

ADMINISTRATIVE ASSISTANT  
AKINVERTED

JOB TITLE: Administrative Assistant  
JOB TYPE: Part Time/On Call  
WAGE: \$15/hr no more than 30hrs a month (max monthly pay \$450)  
LOCATION: 2525 Industrial Blvd & From Home

Aerial Arts and Dance Studio

**\*\*Please attach a Resume**

General Job Description

- Administrative Assistant is the assistant to the CEO and assists in running, overseeing and maintaining practices, policies, and procedures at the AKInverted studio for both staff and students.
- Administrative Assistant will assist in supporting staff and students in providing information about classes, schedules, pricing, memberships, cancellations, events, bookings and studio policy and procedures.

Duties and Responsibilities

- Read and respond to emails from outside parties, predominantly students
- Respond to outside community parties regarding partnerships, business inquiries, and projects or events, and refer to or inform CEO of inquiries; refer inquirer to CEO as needed.
- Handle bookings and registrations.
- Answer questions about prices, dates, times, schedules, class descriptions, class requirements, policies, practices, cancellations, refunds, and how to navigate website.
- Perform schedule changes, cancellations or updates as needed.
- Answer phone calls and return calls or text messages.
- Create automated text reminders and email reminders.
- Engage in website updates/design specific to creating events and updating links.
- Create fliers for classes and events and ensure fliers are delivered to the JAHC no later than Tuesday at 12pm to be distributed.
- Create social media posts on IG and Facebook.
- Create email campaigns for studio ad class advertisements and updates.
- Add classes to Acuity scheduling and update each employees schedules as needed, on Acuity. Scheduling must be approved by CEO.
- Assist in coordinating shows and events for nAKed including communication with event venues, payments and agreements, creating contracts for cast and crew, scouting crew members for shows, assisting with set up and supplies needed for productions.
- Creating invoices for, making purchases of items, and tracking purchases of items for studio and showcases/events.

## ADMINISTRATIVE ASSISTANT AKINVERTED

### Qualifications; Education

- Highschool Diploma or GED
- First Aid and CPR

### Experience

- Experience working in a dance studio or gym preferred.
- Admin experience preferred
- Experience working with groups.
- Customer service and phone experience.
- Microsoft Word and Excel experience.
- Experience using scheduling platforms and payment processing platforms ie. MindBody, Acuity, Square or PayPal.

### Key Competencies

- Interpersonal Skills
- Transparency and Trustworthiness
- Computer and Smart Phone Skills
- Communication Skills

### Physical Requirements

- Must be able to provide their own transportation.
- Must be able to work from home.