



Art Guild of Orange Park

Job Description

Job Title:	AGOP Assistant
Range:	Part-time contract service, deliverable-based, paid via monthly invoice.
AGOP Mission:	Share knowledge and generate wonder through art. (Draft statement)
Reports to:	The AGOP President.
Evaluated by:	AGOP Board of Directors, annually at the Strategic Planning Workshop.
Required Qualifications:	<p>Minimum High School Diploma. Experience with assisting boards, program management, administrative assistance, and/or similar skill job.</p> <p>Must be able to demonstrate organizational skills, technology use, and non-profit understanding. Samples that demonstrate these skills should be brought to the interview.</p>
Desirable Qualifications:	<p>Associate, technical, and/or bachelor's degree or related experience in non-profit management, organizational management, and/or project management.</p> <p>Ability/skills to include computer software use, websites development or operation, social media management, and/or fundraising.</p>
Job Summary:	<p>Under the direction of the AGOP President, assist with influencing the local community with aspects of the Art Guild projects and activities. They will assist with event planning, management, volunteer and member recruitment, and other community relations activities. They will also assist with committee budget management, setting up meeting locations and agendas, etc. And assist with other tasks and special projects as assigned by the President and whomever the President designates.</p>
Essential Job Functions	<p>Assisting with:</p> <ul style="list-style-type: none">• Meeting location, agenda, and handouts, working closely with President or whomever the president designates.• Fundraising efforts, working closely with the Vice President.

- Committee budget tracking of income and expenses, working closely with AGOP treasurer.
- Member registration, tracking, recruitment, and support, working closely with Membership Chair.
- Social media and communication, working closely with Communication Chair.
- Program and workshop locations, room set up, guest artists, communication, registration, working closely with program and workshop chair.
- Assist with Exhibit Take-ins and take-downs.
- Maintain AGOP records and file required paperwork.
- Remind Board of Directors of upcoming deadlines or tasks (Such as reminding Treasurer of upcoming electronic filing with Florida Dept of Revenue).
- Attend membership and Board meetings as well as annual Board Strategic Planning workshop.

Work Environment: Work from home with standard office equipment available. May need to work various work hours, at various locations such as exhibits, meetings, and workshops, as defined by the needs of the guild.

Deliverable-based: Success will be measured by tracking such deliverable-based statistics such as increased membership, fundraising revenue, workshop revenue, exhibit revenue, etc. Monthly invoices will be submitted to the President using the AGOP invoice form.

Expectations: Professionalism, Communication, Confidentiality, Collaboration, Esprit de Core, Detail oriented.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.



Art Guild of Orange Park Job Application (Part-time)

(Answer Boxes may be expanded if more space is needed)

Name (print):	
Address:	
Cell Phone:	
Other Phone:	
E-mail:	
List education and credentials.	
Why do you feel you would be the best fit for this job:	
What skills or talents would you bring to this position:	
List prior work experience: (Include position/title, company, brief job duties, etc.)	

Briefly discuss your availability for this part-time position. (Start date as well as weekly/monthly time availability, personal time restrictions, travel limitations, etc.	
List two references and their contact information:	
Will you be able to attend a face-to-face interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If an interview is scheduled, please be prepared to bring any work samples that you feel are relevant to show your skills and to the requirements of this job. Check acknowledgement of this statement.
Attachment:	Please attach a resume.
Confirmation: Signature: Date:	<input type="checkbox"/> Check to ensure that you read and understand the job description. <input type="checkbox"/> Check that you have provided accurate information to the best of your knowledge. <hr/> <hr/>
Note:	Newly hired AGOP Assistants will have a 6-month orientation period to learn the position. An Agreement will be signed upon selection; and annually, each August, thereafter. Payment will start at \$500 per month, paid by invoice, with intentions to increase annually with evidence of successful job deliver, increases in AGOP deliverables (such as membership ro fundraising), and positive annual review/evaluation.

Send completed application and resume to : AGOP Assistant - Application, 5000 US Hwy 17, Suite 18 #254, Fleming Island, FL 32003