Position Announcement: Administrative Associate

The Administrative Associate is responsible for a wide range of administrative duties in support of the organization’s leadership including the Executive Director and Board of Directors. The ideal candidate is organized, flexible and enjoys the administrative challenges of working with senior leadership as well as supporting a variety of efforts across the entire staff.

This full-time position reports to the Executive Director and has no supervisory responsibilities. Some travel (local and statewide) is expected and is dependent on event and meeting needs. This job operates in a professional office environment that requires regular in-office hours but also allows working from home when appropriate. Please note that this job description is not designed to cover a comprehensive listing of all duties and responsibilities which may change at any time. A competitive benefits package is available.

Key Responsibilities
- Support the Executive Director with general administrative duties including scheduling and travel.
- Serve as the primary staff liaison to the organization’s statewide Board of Directors. This includes organizing and managing all board annual meetings (4/year), committee meetings, and board-related events which may occur either in-person or virtually.
- Assist with special event planning and implementation
- Database management related to administration, development and special events
- Perform general office administrative duties including, but not limited to, processing of incoming and outgoing mail and donations, ordering supplies, and maintaining the organization’s print and digital archives.
- Other duties as assigned.

Job Qualifications
- At least 5 years’ administrative experience working with high level individuals and within the non-profit and/or philanthropic sectors
- Demonstrated ability to independently manage multiple tasks, prioritize work, maintain deadlines and produce high quality work
- Excellent written and verbal communication skills
- Willingness to work collegially with a small staff
- High level proficiency with Microsoft Office suite, Google Workspace, online meeting platforms including Zoom, and database software, preferably Blackbaud/Raiser’s Edge
- Familiarity with Florida and its cultural organizations is a plus
- Experience with reports and proposals are a plus

How to Apply: Email a cover letter, resume with salary and benefits requirements, and at least two professional references to nmadyun@flahum.org. Please include “Administrative Associate – YOUR NAME” in the subject line. No phone calls please. Applications accepted until the position is filled. In-person interviews are expected to begin in early 2023.

Florida Humanities is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is thereby inclusive in its employment practices. A competitive benefits package is available.

Background
Florida Humanities is the non-profit, state affiliate of the National Endowment for the Humanities. Our grantmaking and public programs promote the preservation of history, literature, culture and the many disciplines of the humanities to establish a stronger sense of place, deepen relationships in communities, and promote vibrant public engagement. Our offices are located in downtown St. Petersburg on the USF- St. Petersburg campus.