



The Stained Glass Association of America

OFFICE ASSISTANT

Spring 2019

ABOUT THIS JOB

Looking for a creative, energetic individual to assist Executive Director in operations of The Stained Glass Association of America (SGAA), a 115-year old Professional Trade Association, and its award-winning periodical, *Stained Glass Quarterly*, continuously published since 1906.

RESPONSIBILITIES MAY INCLUDE:

- Assisting with office management: mailing, phone calls, scanning, order fulfillment, and data entry.
- Filing – help develop and maintain an efficient filing system for the office
- Assisting with local and national event management.
- Assisting with management of social media platforms.
- Archiving: careful, high-resolution scanning and indexing of historic materials.
- Research Assistant: scan and search the archives when research requests are submitted.
- Assistance with strategic planning to tackle management of publications and archives.

EDUCATION: A Bachelor's Degree in Communications, Arts, Marketing, English, Business Administration or related field.

SKILLS: Strong written and verbal communications skills, highly organized and self-motivated, attention to detail, strong computer skills; knowledge of social media marketing, desktop publishing and Adobe Creative Suite a plus.

ABOUT THE STAINED GLASS ASSOCIATION OF AMERICA

Established in 1903, the 115-year-old Professional Trade Association for Architectural Stained and Decorative Art Glass Studios and Artists. Featuring the *Stained Glass Quarterly*, continuously published since 1906. The purpose of the SGAA is "Innovating and Preserving the Profession" through awareness and education programs for both its members and the clients they serve. Its role with the Fine Arts Field is to serve as an advocate and ambassador for Architectural Glass Art Studios and Artists.

Location	Buffalo, New York, United States
Compensation	Part-Time – starts at 20-25hrs/week; potential to go Full Time \$13-\$16/hour based on experience; flexible scheduling possible
Company Size	1 - 10 employees

Industry Non-Profit – Fine Arts Industry

Website <http://stainedglass.org>

EMPLOYER PREFERENCES

Some administrative experience preferred but not required. Training will be provided to the right candidate. Love of caffeine helpful, but not required. Ability to keep office plants alive extremely appreciated. References respectfully requested.

TO APPLY please submit a cover letter, resume & two references to:

Megan McElfresh, Executive Director

Stained Glass Association of America

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