

Administrative Assistant - Executive & Organizational Support

Crooked Tree Arts Center

Location: 461 E. Mitchell Street, Petoskey, Michigan

Reports To: Executive Director

Status: Full-Time, Salaried, Exempt | **Work Location:** In Person

Salary: Salary commensurate with experience.

Posted: September 1, 2026

About Crooked Tree Arts Center

Crooked Tree Arts Center (CTAC) is a nonprofit arts organization serving Northern Michigan for more than 50 years. CTAC's mission is to create ways for people to connect, learn, and grow through the arts. CTAC presents exhibitions, classes, lectures, performances, educational programs, and special events throughout the year.

Position Overview

The Administrative Assistant provides administrative and organizational support to the Executive Director and CTAC. The position supports executive operations, Board and committee activities, records and information management, personnel administration, communications, events, and general office operations.

The ideal candidate is organized, detail-oriented, dependable, personable, and able to manage multiple priorities with discretion and sound judgment. The position requires strong communication skills, initiative, accuracy, and the ability to work independently and collaboratively in a nonprofit arts environment.

Key Responsibilities

- **Executive & Board Support:** Manage the Executive Director's calendar and correspondence; assist in the preparations of reports and presentations; coordinate Board and committee meetings, agendas, packets, technology, and follow-up; and assist with organizational projects and special initiatives.
- **Administration & Records:** Maintain electronic and physical records, contracts, subscriptions, licenses, databases, constituent information, calendars, and organizational documents; assist with data entry, reports, spreadsheets, and administrative systems.
- **Human Resources:** Support employee onboarding and offboarding, employment postings, interview logistics, personnel documentation, and other administrative personnel matters while maintaining confidentiality.
- **Communications, Events & Programs:** Assist with organizational communications, mailings, exhibitions, programs, events, meetings, and related administrative and logistical needs.
- **Office Operations:** Monitor supplies and equipment; maintain an organized and professional office environment; provide front-desk coverage as needed; answer phones, greet visitors, respond to inquiries, and process payments for purchases.
- Perform other duties as assigned.

Qualifications

- Minimum two years of administrative, office, or clerical experience.
- Excellent organizational, communication, writing, and interpersonal skills.
- Strong attention to detail, accuracy, judgment, and follow-through.
- Ability to manage multiple priorities and work independently.
- Proficiency with Google Workspace and Microsoft Office, including Excel.
- Experience with databases/CRM systems and other administrative technology preferred.
- Ability to handle confidential information professionally.
- Ability to accurately process cash, check, and credit-card transactions.
- Valid driver's license.
- Interest in and appreciation for the arts and nonprofit organizations.

Preferred: Associate degree or equivalent experience; experience in nonprofit, arts, cultural, educational, or community organizations; and experience supporting an executive, Board, committee, or senior leadership team.

Compensation & Benefits

- Health insurance
- 403(b) retirement plan
- Short-term disability insurance
- Two weeks paid vacation
- Paid organizational closure between Christmas and New Year's
- Spring Break paid time off
- Salary commensurate with experience.

Benefits are subject to eligibility requirements and organizational policies.

How to Apply

Submit a cover letter, resume, and three professional references to ExecutiveDirector@crookedtree.org with the subject line “Administrative Assistant.”

References will not be contacted without the candidate's knowledge.

Crooked Tree Arts Center is an equal opportunity employer.