



BCAT seeks Administrative Assistant

Buffalo Center for Arts and Technology (BCAT) is seeking a full or part-time Administrative Assistant to effectively and efficiently provide detail-oriented support to BCAT's President & CEO. The successful candidate will ensure smooth functioning of the CEO's office through a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization. Flexible schedule.

Salary: \$20 - \$24 /hr

Essential responsibilities:

- Grant preparation and assist with special projects
- Designing and producing complex documents, reports and presentations
- Provide calendar management, coordinate and assist with events and board meetings
- Work with the leadership team to coordinate the CEO's outreach activities
- Assist with and invest in building long-lasting relationships both externally and internally
- Other projects/duties as assigned for the overall benefit of the organization

The right candidate will have:

- High School Diploma required, AA/AS preferred
- Minimum three years administrative support experience
- Nonprofit experience is highly preferred
- Strong ability to execute work with a diversity, equity, and inclusion lens
- Proficiency with MS Office and Google Workspace required
- Experience with Canva, Adobe, Database/CRM preferred
- Strong verbal and written communication skills
- Exceptional organizational skills and impeccable attention to detail
- High degree of professionalism, integrity and discretion in handling confidential information with diverse groups of people, including Board members, community leaders, donors, staff and funded partners
- Ability to manage multiple projects and respond to emerging priorities

Interested candidates should submit a resume, cover letter and three references with names and contact information to [cpuccia\[@ \]bufcat.org](mailto:cpuccia[@]bufcat.org). Applications will be accepted until the position is filled.

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.