

## **PT Administrative Assistant with Design Skills**

The Art Deco Society of New York seeks a part-time creative individual to work with the organization's leadership to create, design and manage communications to members, donors, partners, volunteers and general public and help organize and promote events such as walking tours, speakers, travel programs and more.

Candidate must have:

- Excellent written, design and time management skills
- Familiarity with social media platforms, website and social media marketing
- Familiarity with Adobe Creative Cloud (Photoshop, InDesign, Premiere Pro) and Microsoft Office (Excel, PowerPoint, Word)

Part-time flexible hours- hybrid position

Hourly rate: \$20 to \$25 per hour depending on experience and skills.

Resume to [robertanusim@artdeco.org](mailto:robertanusim@artdeco.org)

