

Office Administrator Job Description | North Carolina Folk Festival

About Us:

The North Carolina Folk Festival is a nonprofit organization that honors, celebrates, and shares the meaningful ways communities express their creativity and cultural traditions through music, dance, food, crafts, and other folk arts to enhance appreciation of diverse traditions and contribute to community vibrancy and inclusivity.

About this Role

NCFF is looking for an organized, thoughtful candidate to manage our general office administration. This person should love details, keeping systems organized and keeping people on track. Also should be comfortable in a creative, fast moving environment.

The goal of this position is to take on small tasks that need to be accomplished and maintained throughout the year so that festival staff can focus on big-picture responsibilities. There will be work needed in many systems from google drive, CRMs, and Quickbooks.

Responsibilities

- Owning and Keeping the Nuts and Bolts of the Office Organized
 - Picking up & sorting mail
 - Managing Yearly Calendar, and updating the office calendar with important notes, meetings & deadlines when applicable
 - Keeping google drive organized and efficient
 - Organizing and managing company files & records in the office, such as incoming invoices, proof of insurance for various vendors, W9s for contractors
 - Pulling reports as needed
 - Managing a small inventory of office supplies, and helping maintain orders to resupply the office when appropriate / generally helping maintain the office organization
 - Using pre-prepared templates, send and file contracts to sponsors & crew coordinators
 - Create processes and SOPs as needed to better streamline work in office
- Financial
 - Scheduling pick-up dates from our bank to make weekly deposits, and Liaise with Bank as needed
 - Recording checks into our CRM software, and sending thank you's to donors
 - Checking on Monthly bills, and ensuring that all payments & check requests are approved on time
 - Working to create ACH files and check requests
 - Work with auditor each year for all files they need
 - Enter and reconcile Quickbooks, and work with ED on Cash Flow scenarios as needed

- Grant Reports and info
 - Reporting on City, County and Statewide and other grants when appropriate
- Etc
 - We are a super small team and we all pitch in. Other duties as assigned will always be required.

Location & Commitments

This role is a hybrid position roughly 12-15 hours a week that will require an individual to be in the office on Monday, Wednesday & either Thursday or Friday, with plenty of room for flexibility. As the festival season approaches (March to September) this role may increase in hours. All office staff are required to work festival weekend, September 12th-14th 2025, with crew meals and lodging negotiable during the week of the festival. The office and festival is located in downtown Greensboro.

Candidate Requirements

The ideal candidate will be self-managed, communicative, and eager to find ways to be helpful around the office & festival site. This individual should be passionate about community building, the arts, and celebrating equity and diversity. This person should have a keen eye for detail, hungry to learn systems and fill in gaps to make the organization better, and should have a thorough ability to follow through on rote tasks. Must be willing to learn Quickbooks, Google Suite, Bloomerang/CRM and Notion.