

**Bloom Magazine**  
**Full Time Administrative Assistant**  
**Job description, information, and requirements**

Bloom Magazine, the local lifestyle and culture publication for Bloomington, Indiana is seeking a full-time office manager to handle administrative tasks, perform general clerical work, and help with publication-specific tasks. Duties include engaging in email communication with advertisers and subscribers, greeting visitors, answering phone calls, processing subscription requests and renewals, making bank deposits, filing, data entry, internet research, receiving payments, checking mail, purchasing office supplies, managing the weekly staff lunch, processing ads, some creative/design work, party planning, and assisting the both publishing and editorial departments with proofing and other issue-cycle tasks. The successful applicant will be proficient in Microsoft Word and Excel, Google Sheets, database queries, and in the use of internet search tools. Experience with social media, design tools such as Canva, and other online technology is helpful.

Bloom has a small team consisting of the owner/editor/publisher, executive publisher, managing editor, and you. This is an on-site job, not remote. The administrative assistant must be present in the Bloom office due to the nature of the job responsibilities. The office experience is warm and friendly, with environmental benefits that include a downtown location near local shops and restaurants, plenty of sunshine through our large windows, few visitors and phone calls, an open office layout, weekly staff lunches provided by Bloom, and the weekly presence of pets.

Bloom's office hours are 8:30 a.m. to 5:30 p.m. Monday through Thursday.

Starting annual salary is \$25,000, but merit-based pay increases can be expected within the first year with promotion to office manager and related salary increase available after the first year. No benefits, but there are perks such as show and event tickets, gift cards, and bonuses.

Other requirements:

- must have a vehicle and be willing to use it for business errands
- must be able to lift/move magazine boxes (~35 lbs each)
- must have good verbal and written communication skills; grammar, spelling, and syntax
- proficient at typing on standard desktop keyboard

Start date flexible but prior to November 15, 2025.

If interested, please send a **resume and cover letter** to [cassandra@magbloom.com](mailto:cassandra@magbloom.com).

Location:

Bloom Magazine  
414 W 6<sup>th</sup> Street  
Bloomington, Indiana 47404

**Bloom**  
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