



OPERATIONS ASSISTANT JOB POSTING

P.S. ARTS is dedicated to advancing equity and opportunity for children and youth by providing arts education in systemically under-resources schools and communities.

*P.S. ARTS encourages all employees to feel empowered by and model the Organization's values:
Art, Community, Equity, Innovation & Excellence.*

Reports To:	Associate Director, HR & Operations
Location:	Hybrid: 50% P.S. ARTS Offices, Los Angeles and 50% Work-from-Home
Schedule:	Office Hours 9 _{AM} – 5 _{PM} , but must be able to work some nights and weekends
Designation:	Full-time; Non-exempt
Salary Range:	\$24.04/hr.
Estimated Start Date:	Late August 2022

Position Overview:

Supporting the Associate Director, HR & Operations and CEO, the Administrative Assistant (“Assistant”) provides a high-level of executive support to the CEO and the Operations and Finance departments. The Assistant will also serve as one of the primary points of contact for P.S. ARTS.

The Assistant is responsible for general office management, including receptionist and secretarial duties, as well as office maintenance and tech management, and bookkeeping support. This position provides the unique opportunity to work closely with various departments and offers the experience of learning the fundamentals of non-profit operations.

A successful Assistant is organized, has a great attention to detail, and responsive and efficient in a fast-paced environment. They will be familiar with basic day-to-day office operations and have a foundational knowledge of office-based technology. The Assistant’s overall goal is to provide operational support and management of the P.S. ARTS office.

The Assistant’s primary responsibilities include the following:

- Reception – open and sort mail, screen & relay incoming calls and correspondence, etc.
- Secretarial – calendaring, meeting minutes, supply orders, coordinating travel, etc.
- Office Management – technology management (copier, phones, IT issues, etc.), maintenance, etc.
- Programs – supply orders, tech & logistical support for software and live programming,
- Bookkeeping – prepare reimbursements, credit card reconciliations, and income logs
- Human Resources – calendaring, filing, data-entry and logistical support with onboarding
- Serve as an external primary point of contact and liaison for office/IT-related vendors
- Implement and streamline office procedures
- Administrative and practical support for the CEO, Finance, HR, and Operations departments

Please note this description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change in response to organization need at the discretion of the CEO.

POSTED ON: 08/03/22

ADMINISTRATIVE ASSISTANT

Knowledge, Skills & Abilities

Although the criteria below will help you succeed at this position, one of P.S. ARTS' core belief is life-long learning.

- 2+ years of experience working as an executive assistant or office manager
- Demonstrated knowledge or experience with office-based or related technology
- Strong administrative skills with experience prioritizing and directing communications
- An attention to detail with demonstrated ability to handle multiple tasks and deadlines
- Ability to tactfully recognize and handle sensitive and confidential information
- Proficiency with Microsoft Office, Adobe, and Macs
- Familiarity or interest in the Arts
- Bilingual in Spanish/English preferred

Working Conditions:

- Lift, push, pull or carry supplies, equipment, instruments or classroom furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Potential work with video equipment and a comfort with recording and/or being recorded.
- Travel and attend meetings and events outside of your worksite, which may require occasional use of a motor vehicle for transportation to other locations. Due to responsibilities requiring travel to locations not easily accessible by public transportation, driving may be an essential job responsibility for this position. Mileage reimbursement is provided.
- Completion and clearance of a Background Check, Live Scan, and a negative TB Test result.
- COVID-19 vaccination and submission of documented proof. Occasional COVID-19 testing may be required per partner school district(s) policy and/or P.S. ARTS policy.

About P.S. ARTS:

P.S. ARTS encourages all employees to feel empowered by and model the Organization's values of Art, Community, Equity, Innovation and Excellence.

The P.S. ARTS team is a diverse group of people with different skillsets and experiences, from various cultures and backgrounds with one thing in common – a dedication to arts education. We're all here to make a difference and we know nonprofit work is hard, so we try to be thoughtful about building a rounded compensation package that includes health and welfare benefits, an excellent paid holiday schedule, etc. Please feel free to ask us about it!

How to Apply:

Please submit a cover letter and resume to jobs@psarts.org, subject line: "Ops Assistant."
Please no hardcopies or phone calls.

APPLICATION DEADLINE: 08/15/2022

Phone and in-person interviews will be scheduled on a rolling basis.

P.S. ARTS is an equal opportunity employer and dedicated to better reflecting the communities we serve while building an inclusive environment for people of all backgrounds and ages. P.S. ARTS also supports and will provide reasonable accommodation to ensure the application process is accessible to candidates who require additional accommodation.

As proponents of the human right to claim equity and quality of life, we strive, through our operations and arts education programs, to increase collective knowledge, means, and actions that recognize resources and levels of support must be tailored to the unique needs of individuals and communities in order for all people to have equal opportunities for success.

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