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85 S. Grand Ave., Pasadena, CA 91105 P: 626-578-9315 F: 626-578-9894 [www.artsed411.org](http://www.artsed411.org)

## **POSITION ANNOUNCEMENT ADMINISTRATIVE ASSISTANT**

The California Alliance for Arts Education seeks a full-time Administrative Assistant who will provide administrative support for the Alliance's Pasadena office.

The Alliance is in its fourth decade of working to build a brighter future for our state by making the arts a core part of every child's education. Over its 38-year history, it has advanced its mission to advocate for high quality arts education for all students by providing policy expertise and by mobilizing a statewide network of advocates and allied partners. The Alliance is the only statewide organization that brings together all primary constituencies for arts education, including arts organizations, K-12 teachers, professional teacher associations, state and local education departments, professional development providers, parents and PTAs, and interested community members in higher education and business.

To apply, submit a cover letter, resume, and three (3) references as ONE (1) attachment in pdf format via email to [hr@artsed411.org](mailto:hr@artsed411.org). Please state "Administrative Assistant Application" in the subject line. No phone calls please. *The Alliance values diversity and encourages minorities, women and individuals with disabilities to apply.*

To learn more about the organization go to: [www.artsed411.org](http://www.artsed411.org)

### **Major Duties and Responsibilities**

- Provides administrative support to Alliance staff
- Coordinates logistics and prepares materials for meetings and special events, including board and Policy Council meetings
- Provides research support
- Maintains Smartsheets and Alliance data
- Provides input on and support for ongoing projects such as Student Voices Campaign, Arts Now Campaign, and legislative work
- Represents the California Alliance to the public, works effectively with constituents

### **Job Qualifications**

**Education:** Bachelor's degree preferred.

**Experience:** 1-2 years of administrative experience preferred. Experience working in arts organizations and/or non-profit organizations a plus.

### **Knowledge, Skills, and Abilities:**

Ideal candidate will have:

- Excellent written and spoken communication and interpersonal skills

- Exemplary organizational, time management, project management, analytic and coordination skills
- Excellent attention to detail and follow through on projects/tasks
- Stellar editing and proofreading skills
- Advanced knowledge using Microsoft Office (Word, Excel, PowerPoint) and Macintosh or PC platform required. Experience with Quickbooks, Smartsheet, or graphic design a plus.
- General technological savvy
- Strong online and database research and reporting skills
- Friendly, outgoing professional presence in telephone and face-to-face communication
- Ability to work independently and carry out assignments within stated timeframe
- Flexibility in adapting to the current needs of the organization or project
- Creativity, curiosity, and a good sense of humor
- Experience, involvement, or interest in the arts or arts education a plus
- Experience dealing with the issues and concerns of California's diverse student population

**Evaluation Criteria:**

- Meets or exceeds goals set by staff
- Interacts effectively with staff, contractors, arts education constituency and the community

**Compensation:** Full-time, non-exempt position. Commensurate with experience.

**Applications will be considered on a rolling basis.**