

Wanted: very part time Office Manager for an Arts Education Fundraising Foundation located in Walnut Creek

This Foundation provides funding support for scholarships and programs for Civic Arts Education, Northern California's largest community arts education program. The Foundation is looking for an organized, highly productive individual to serve as the Office Manager for this three-year old newly emerging organization. This position is classified as a part-time temp position and no benefits are assigned to it. Civic Arts Education will provide one free class per year of the employee's choice. Hourly salary is \$15.00 to \$25.00 per hour, depending on qualifications and performance.

THE QUALIFIED CANDIDATE:

- Be computer-proficient in all aspects of Excel, Word and web research and have excellent editing and writing skills;
- Duties include maintenance of the donor management database and accounting database, as well as managing bank deposits and expense reimbursements.
- Be a team player, detail oriented, able to work with different types of people and to maintain organized systems and adequate communication with volunteers and colleagues;
- Be able to troubleshoot and problem-solve with an attention to detail;
- Be self-motivated, able to achieve results both independently and collaboratively;
- Have flexibility, a positive attitude and a professional demeanor;
- Be reliable, punctual and communicative about work schedules and other aspects of the job;
- A desire to support Civic Arts Education, experience with non-profits, arts education or administration and any added computer skills would all be a plus
- Training for QuickBooks and the donor management database and assistance with grant writing will be provided as needed.

RESPONSIBILITIES:

The Office Manager works under the direction of the Board President and Treasurer, providing bookkeeping, general office management, administrative support and assistance with planning and implementation of events. Duties may include editing, printing, and coordinating the production and distribution of materials; maintaining office information; answering phones; collecting and maintaining documentation, assisting with special projects and events following established policies and procedures.

HOURS: 8 hours per week with added hours for infrequent special events. Must be available to work at least 4 hours on Mondays. Remaining schedule can be flexible and telecommuting is possible for some activities. Schedule may require some evening and weekend work related to events.

TO APPLY: Please provide resume and three current references. Contact Treasurer, Paula Evangelou, (friendsofcae@walnut-creek.org)