



Administrative Assistant

The Organization

HOPE Center for the Arts is a high quality arts program for intellectually disAbled Adults, 22 and over hope4arts.org Our Mission is to transform lives through the arts by delivering arts programming with complementary life skills training. How we do that is by providing opportunities for community integration, artistic expression, access to community/public arts performances and exhibitions, strengthening social skills, increasing self-advocacy and independence with a person centered approach and much more!

HOPE has provided services for this special population for over 40 years: and just as with other organizations, the 2020 pandemic challenged the organization to pivot from onsite to remote delivery while continuously providing the services attending artists have come to depend on. Even now as we get "back to normal" we see that remote delivery will continue to be an integral part of programming today and into the future.

The Successful Candidate will be:

- Tech savvy, adept at using Excel or equivalent, and have more than one year of office experience;
- Good at basic math, with excellent organizational skills and an eye for detail;
- Customer oriented, flexible with the ability to communicate effectively (verbal and written) while demonstrating sensitivity to others;
- Able to provide self-care assistance for students/artists as is necessary which may include personal hygiene or injuries; and
- Able to pass a background check.

Desirable Qualifications include:

- A general understanding/appreciation of the intellectually disabled
- An interest in visual and/or performing arts
- Having a Microsoft Office Specialist Certification especially for Excel

The Position

- Salary: \$14-\$20 per hour DOQ
- Fill date: ASAP
- Work Hours: Monday-Friday from 8:00 am to 4:00 pm (37.5 hours per week)
- Anticipate some remote work potential but typical work will be onsite in Irvine, CA

Initial Anticipated Responsibilities and Working Conditions

- Assist the Executive Director and Operations Specialist in fully reopening the onsite program
- Under the direction of the Operations Specialist organize and maintain HOPE's electronic (on SharePoint) & hard copy files
- Assist the Executive Director in tracking accounts receivable/payable, contract timelines, payroll, etc.
- On a daily basis create, maintain and distribute online/onsite class schedules
- Work with vendors and maintain program/office equipment and supplies
- Edit documents, take notes and keep files updated and organized
- Greet visitors, answer phones, direct inquiries, take messages, schedule appointments, etc.

Environmental/Working Conditions:

HOPE's onsite facility is gradually reopening so it is anticipated that initially the assignment will include other duties as may be required with the ability to lift up to 25 lbs., bend and stoop. Local travel may be required which will require a HOPE approved means of transportation. Occasional weekend and evening work to support organizational events, meetings and activities.

How to Apply to be part of the HOPE Team:

- 1) Submit a cover letter and resume via e-mail to: info@hope4arts.org
- 2) Please place "Administrative Assistant," and your last name in the subject heading.
- 3) Resumes will be evaluated for minimum qualifications and those that are desired; successful candidates will be invited to an initial **interview which is anticipated to be conducted the week of July 12th or sooner**

HOPE Center for the Arts, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.