



## POSITION DESCRIPTION

<b>TITLE:</b>	Program & Administrative Assistant
<b>REPORTS TO:</b>	Grants Program Director
<b>DATE:</b>	Full-time, exempt position, effective immediately
<b>LOCATION:</b>	San Francisco, CA (employee will work remotely until it is safe to return to Bay Area office at 1446 Market Street in San Francisco)
<b>COMPENSATION:</b>	\$50,000 - \$55,000 plus health, dental, vision, and vacation time. CCI offers \$100 commuter subsidy (when safe to do so post-COVID-19), 100% employer-paid health, dental, and vision plans, and voluntary retirement plan

### POSITION OVERVIEW:

The Program & Administrative Assistant will provide general administrative and programmatic support to CCI's operations by supporting the organization's transition to a new grants management system, maintaining internal databases and systems, representing CCI publicly, processing grants and related administrative functions, answering phones, responding to requests for information across our email and online platforms, scheduling meetings, and filing.

The position is located in CCI's Bay Area office and may require travel by personal or public transportation to CCI program sites around the Bay Area and other locations as the work dictates. This position supports and reports directly to the Grants Program Director, and secondarily to the Managing Director, and will work across all areas of CCI's programs and operations, as assigned. The position is structured for the employee to shine: Beyond the core responsibilities noted here, the role can evolve to reflect the interests and skills of the employee.

### ABOUT US:

The Center for Cultural Innovation (CCI) is a California nonprofit 501(c)(3) organization based in Los Angeles. Founded in 2001, the mission of CCI is to promote knowledge sharing, networking, and financial independence for individuals in the arts by providing business training, grants, and incubating innovative projects that create new program knowledge, tools and practices for artists in the field, and conditions that contribute to realizing financial self-determination. Further information on CCI can be found at [www.cciarts.org](http://www.cciarts.org). In addition, CCI is an equal opportunity employer. We strongly encourage people of color, immigrants, queer and gender nonconforming people, and those with disabilities to apply.

## **CORE RESPONSIBILITIES:**

1. Customer Service: Responds to inquiries and questions with sensitivity, promptness, discretion, and commitment to maintaining confidentiality, and forwards to appropriate staff.
2. Staff Support: Supports the Grants Program Director with scheduling and reimbursement processing, managing supply levels and organization, and keeping the office clean and smoothly functioning.
3. Grant Management System: Supports CCI's transition to a new Grants Management System along with ensuring the new system's compatibility with Salesforce.
4. Database Upkeep and Management: Maintains CCI's various database and records of applicant data, image assets, calendars, workplans, quotes, and office assets, including contributing to keeping shared document files and systems current and organized, and regularly maintaining applicant and grantee data for accurate and timely analysis and reporting.
5. Social Media: Identify and collect useful material to share on CCI's various social media channels (Instagram, Facebook, Twitter, Medium), and generate reports on views as requested.
6. Grant Programs Support: Provides administrative and operational support throughout planning, preparation, implementation, and follow-up stages of CCI's programs, which includes but is not limited to our workshops, trainings, convenings and meetings, initiatives, and grant programs (such as, but not limited to, Quick Grants, Investing in Artists, and CAL-Now).
7. Report Generation: Helps generate content needed for reporting to various stakeholders.
8. Public-Facing Resources: Researches local, state, and national professional development opportunities to update the online Calendar of Events and Service Provider Directory as a service to the arts field.
9. Website Updates: Updates images and testimonials with grantee-approved quotes and other documentation.
10. Representing CCI: Attends, supports, and participates in various CCI programs, as assigned.
11. Meeting Participation: Attends meetings to take notes and follow-up accordingly to what is next needed.
12. Self-Management: Maintains schedule and work plan to stay on top of tasks and responsibilities.
13. Generally Helpful!: Provides supports on other responsibilities and projects, as assigned, and overall helps CCI work toward our aspirational mission.

## **WHAT WE'RE SEEKING:**

- Motivated to work for CCI's mission and to be a part of our projects and programs;
- Knows how to focus on the details that make or break projects;
- Proactive in ensuring that assigned programs are running on time and smoothly;
- Stays cool under pressure and can work on multiple, ongoing tasks and deadlines;
- Can communicate ideas effectively and accurately in both written and verbal forms;
- Network and/or perspective of those underserved by the conventional arts and culture field;
- Knows how to type and use Microsoft Windows Office Suite, especially Word, Excel, and Powerpoint (and preferred, but not required, working knowledge of Canva, CMS, HTML, Exware, Constant Contact, Zoomerang, or Survey Monkey);
- Familiar with and able to use social media and digital publishing platforms, (and a plus, but not required, light design experience and experience using Adobe software);
- Fast learner, good at managing details and follow through, and great interpersonal skills;
- Curious and interested to learn (including participating in CCI's monthly book group);

- Available for light travel, as assigned;
- An artist, or has knowledge or experience working with artists, creative entrepreneurs, and cultural anchors;
- Flexibility to work weekends and/or evenings to attend CCI supported programs, meetings, and events using personal or public transportation within a 50-mile radius of employee's home office.

**TO APPLY:**

Submit a current resume and cover letter describing your availability and interest in the position. Resumes and cover letters should be submitted as attachments (PDF or Word) by email to: Laura Poppiti at [search@cciarts.org](mailto:search@cciarts.org), with the Subject heading: "Program & Administrative Assistant."

**Deadline to apply is August 15, 2020 or until filled.**