

Center for Cultural Innovation

POSITION DESCRIPTION

TITLE: Program Assistant

REPORTS TO: Managing Director (or designated Manager)

DATE: Part-time position (20 – 25 hours per week,) effective February 23, 2018

COMPENSATION: \$18-\$20 per hour. CCI offers \$50 commuter subsidy and voluntary retirement plan

General Description: Responsible for supporting and assisting CCI's programs, and for providing general administrative support to CCI's operations by maintaining databases, working with partners and affiliates, representing CCI publicly, activating CCI's social media, answering phones, responding to emails, and filing. Duties will include regularly processing grant applications for multiple unique funding programs using customized online database and internal tracking systems; routine preparation of applicant reports and grant notifications; coordinating network initiatives (CAL-Now); conducting field research; processing all stages of grant making processes, including primary responsibility for scholarship reimbursement and award forms. Reports to the Managing Director.

Organization: The Center for Cultural Innovation (CCI) is a California nonprofit 501(c)(3) organization based in Los Angeles, California. Founded in 2001, the mission of CCI is to promote knowledge sharing, networking, and financial independence for individual artists and creative entrepreneurs by providing business training, grants and financing, and incubating innovative projects that create new program knowledge, tools, and practices for artists in the field. Further information on CCI can be found at www.cciarts.org.

Duties and Responsibilities:

1. Works with President and CEO as well as Managing Director in the Los Angeles office to support the general administrative functions and programmatic work of both CCI offices, including fielding phone calls and supporting staff.
2. Provides public information and participates in CCI program communication efforts by responding via phone, email and in person to a broad range of inquiries and technical assistance requests from artists, arts organizations, and the general public.
3. Records applicant data into customized online databases (Exware and GoSmart) and internal tracking systems to create various reports for staff and funders.
4. Provides administrative, programmatic, and operational support of CCI programs, which include but is not limited to reviewing and organizing grant applications, preparing panel notebooks, coordinating convenings and gatherings, conducting site visits, and providing grantee with adjudication feedback if available.
5. Prepares, processes, tracks, and implements award (and declination) status notifications to all applicants.
6. Tracks and processes grantee scholarship agreements and voucher forms, as well as grantee mid-term and final reports.
7. Cleans, updates, imports, and reconciles applicant data on a regular basis to keep this data well-maintained.
8. Assist with the management of CAL-Now and the Ally fund programs.

9. Researches local and national professional development opportunities to update the online Calendar of Events and Service Provider Directory as a service to the artist field.
10. Maintains organizational photo, quote, calendar and shared document drives.
11. Supports content development for CCI's communication platforms, annual reports, grant proposals, and grant reports.
12. Posts pre-approved content on CCI's various social media channels.
13. Attends, supports, and participates in various CCI programs and its staff, as assigned.
14. Maintains various CCI files, including grants management, funder, vendor, board meeting, HR, and general management files with accuracy, timeliness, and confidentiality.
15. Maintains schedule and work plan to organize and stay on top of tasks and responsibilities.
16. Supports other responsibilities as assigned.

Skills and Work Requirements:

- At least one year of administrative experience in an office environment (data administration and management preferred);
- Excellent attention to detail and ability to manage multiple, ongoing tasks;
- Highly self-motivated to work in a mission-specific nonprofit organization serving individuals in the arts—artists, cultural workers, designers, and arts workers.
- Excellent verbal, written, and interpersonal communication skills;
- Ability to represent CCI—its programs, activities, and values—publicly;
- An artist, or has knowledge or experience working with individual artists and/or the arts field;
- Strong working knowledge of standard office computer skills using Microsoft Windows Office Suite, especially Word, Excel, and Powerpoint;
- Preferred, but not required, working knowledge of CMS, HTML, Exware, Constant Contact, Zoomerang, or Survey Monkey;
- Working knowledge of social media and digital publishing platforms;
- Light design experience a plus using Adobe software;
- Available for light travel, as assigned; and
- Flexibility to work periodic 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: Lauren Bailey at search@cciarts.org, with the Subject heading: "Program Assistant" **Deadline to apply is March 12, 2018 or until filled.**