

Center for Cultural Innovation

POSITION DESCRIPTION

TITLE:	Program Assistant
REPORTS TO:	President & CEO
LOCATION:	Los Angeles, California
DATE:	Full-time, exempt position, effective immediately
COMPENSATION:	\$50,000 - \$55,000. 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 Assistant will provide general administration and program support to CCI's operations by maintaining internal database and systems, working with partners and affiliates, 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 headquarters and may require travel by personal or public transportation to CCI program sites around Los Angeles County and other locations as the work dictates. This position supports and reports directly to the President & CEO and will work with the Program Officer, and will work across all areas of CCI's programs and operations, as assigned. In addition, the role can evolve to reflect other job-related 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. 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 President & CEO, Program Officer, and other staff members with scheduling, managing supply levels, and keeping the office clean and functioning smoothly.
3. Physical File/Database Upkeep and Management: Maintains CCI's filing system, various databases, 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.
4. Social Media: Identifies and collects useful material to share on CCI's various social media channels (Instagram, Facebook, Twitter, YouTube, Medium).
5. Grant Programs and Grant Management Support: Provides administrative and programmatic 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, CALI, AmbitioUS, and Ally Fund).

6. Report Generation: Helps generate content needed for reporting to various stakeholders.
7. Research: Conducts program-related research and generates summaries.
8. Representing CCI: Attends, supports, and participates in various CCI programs, as assigned.
9. Meeting Participation: Attends meetings to take notes and follow-up accordingly to what is next needed.
10. Self-Management: Maintains schedule and work plan to stay on top of tasks and responsibilities.
11. Generally Helpful: Provides supports on other responsibilities and projects, as assigned, and overall helps CCI work toward our aspirational mission.

WHAT WE'RE SEEKING:

- Ability to take clear directions;
- Motivated to work for CCI's mission and to contribute to 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;
- Can self-organize tasks, deadlines, and personal workplans
- 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;
- 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, Wordpress, Divi, Zoomerang, or Survey Monkey);
- Familiar with and able to use social media and digital publishing platforms;
- 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 (when safe to do so post-COVID-19); and
- 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. (All travel, however, is suspended until it is safe to do so post-COVID-19.)

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 July 15, 2020 or until filled.**