



TURNAROUND ARTS: **CALIFORNIA** creating success in schools

PROGRAM ASSISTANT

Turnaround Arts: California is a nonprofit organization established to administer Turnaround Arts, a program of the John F. Kennedy Center for the Performing Arts initiated by the President's Committee on the Arts and the Humanities, in some of California's highest-need elementary and middle schools across the state. The program brings arts-based educational strategies to priority schools to narrow the opportunity gap, increase student engagement, and improve campus culture and climate.

Reporting to the Director of Program & Strategy, the Program Assistant will provide general support in the following areas: organizational operations, including scheduling, basic accounting, and data entry; external communications, including social media/website coordination and media archive maintenance; and program administration, including research and data collection/analysis.

This role is key to the success of Turnaround Arts: California as the three-year old organization enters a new phase of its work. The successful candidate is highly organized, responsive to a fast-paced environment, can work well independently and collaboratively, and is highly committed to social justice and creating equitable educational opportunities through the arts.

Turnaround Arts: California is committed to building a culturally diverse, collaborative organization dedicated to increasing educational equity through the arts. Turnaround Arts: California strongly encourages applications from minority candidates.

SPECIFIC JOB RESPONSIBILITIES

OPERATIONS (50%)

- Process invoices, reimbursements, and check requests
- Process donor acknowledgement letters and maintain up-to-date organizational contact lists
- Assist with organizing, coding, and submitting receipts for monthly expense reports
- Regularly update digital ledger of organizational expenses
- Schedule and handle logistics for meetings, and coordinate travel arrangements
- Monitor admin@turnaroundartsca.org account and respond to or redirect inquiries
- Maintain highly organized digital and paper filing systems
- Complete other administrative duties, as needed

COMMUNICATIONS (25%)

- Assist with coordinating, posting, and monitoring content on a variety of social media platforms
- Assist with routine website updates, edits, and additions
- Archive program documentation, including photos, videos, work samples, and media releases

- Conduct and archive interviews with program participants and other stakeholders, and identify potential blog content
- Research potential media outlets to engage and maintain a master media list
- Copy edit communications materials to ensure transmittal of error-free documents
- Provide on-site support at local, high-profile, special events, as appropriate

PROGRAM (25%)

- Research arts education and integration resources for teachers, principals, and parents
- Research professional development and grant opportunities to share with school teams
- Research advocacy and policy efforts that intersect with Turnaround Arts: California's work
- Collect and analyze public/internal data for reporting purposes and to evaluate program impact
- Provide on-site support at local, school-based events, as appropriate

The Program Assistant will have additional responsibilities, as necessary. *This position may require occasional, local travel using candidate's own car.*

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution in a relevant field of study
- Demonstrated experience to perform the job responsibilities outlined above

REQUIRED SKILL SETS

- Highly organized, self-motivated team player, excited to play a critical role in a small office and contribute to meaningful, mission driven work
- Effective oral and written communication skills, demonstrating tact, diplomacy, and accuracy
- Ability to professionally format emails, letters, and other documents
- Familiarity with Microsoft Office Suite and Google G-Suite
- Experience with Adobe Creative Suite, Wordpress, and/or Mailchimp preferred
- Demonstrated discretion in dealing with high-profile contacts
- Ability to quickly adapt to changing circumstances and priorities, take appropriate initiative, and work independently
- Ability and willingness to learn and perform a variety of administrative tasks as shifting program demands require
- Ability to represent Turnaround Arts: California in a professional manner
- Highly desirable: oral and written Spanish language skills

COMPENSATION

- Full-time, non-exempt position
- Competitive salary based on qualifications and experience
- Benefits package including medical, dental, and vision insurance, 401k plan, paid holidays, and paid time off
- Mileage reimbursement for work-related travel beyond daily commute

APPLICATION PROCEDURE

Submit the following materials to hr@turnaroundartsca.org with the subject line "Program Assistant."
Only fully complete applications will be reviewed.

1. Turnaround Arts: California Employment Application (see below)
2. Cover letter demonstrating interest and ability to perform the job responsibilities outlined above
3. Resume demonstrating experience and education

Materials will be reviewed on a first come first serve basis with priority given to applications received by October 20th, 2017. Interviews are anticipated for late October/early November.

NOTICE: All statements made on the application materials are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. All information contained herein does not constitute either an expressed or implied offer of employment. We reserve the right to reject any or all applications, or to terminate the selection process for any position without prior notice.



TURNAROUND ARTS: CALIFORNIA

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TURNAROUND ARTS: CALIFORNIA APPLICATION FOR EMPLOYMENT

TURNAROUND ARTS: CALIFORNIA, a California Corporation, is an equal opportunity employer. TURNAROUND ARTS: CALIFORNIA does not discriminate on any basis prohibited by federal, state or local law, including race, color, national origin, age, gender, gender identification, sexual orientation, religion, or disability. Consistent with the American's With Disabilities Act, applicants may request accommodation needed to complete the application process. If you have any questions regarding this policy, contact admin@turnaroundartsca.org or call (310) 482-3131.

PERSONAL INFORMATION:

Date: _____ Social Security Number: _____

Name: _____

Present Address: _____

Permanent Address (if different from above): _____

Phone Number: _____

Are you 18 years or older? Yes ___ No ___.

POSITION SOUGHT:

Position Sought: _____ Date you can start: _____

Salary Requirements: _____ Days/Times Available: _____

How were you referred to our organization? _____

Have you ever applied to this Organization before? _____ When? _____

Are you currently employed? Yes ___ No ___.

May we contact your current employer? Yes ___ No ___.

Have you ever been convicted of a felony, including a guilty plea or plea of *nolo contendere*? Yes ___ No ___ . If yes, please explain. _____

Have you ever been convicted of a misdemeanor which resulted in imprisonment, including a guilty plea or plea of *nolo contendere*? Yes ___ No ___ . If yes, please explain. _____

(A conviction will not necessarily disqualify an applicant from employment. You need not disclose convictions that you have confirmed are sealed, erased or expunged by court order or are protected by state law from disclosure. Some state laws protect your right not to disclose certain types of criminal convictions and may create a right not to disclose criminal convictions that occurred beyond a certain amount of time in the past. You should seek legal counsel regarding your rights under state law before disclosing criminal conviction information. *You need not disclose misdemeanor convictions for which they you successfully completed probation, referral to any pre-trial or post-trial diversion program or certain marijuana convictions more than two years old, as referred to in Cal. Labor Code section 432.8.*)

Have you ever been arrested or charged with a crime involving misconduct or abuse of a minor?
Yes ___ No ___ . If yes, please explain. _____

Have you been charged with a crime for which trial is currently pending. ? Yes No
If yes, please explain: _____

EDUCATION:

School Level	Name and Location of School	No. of Years Attended.	Did you Graduate?	Area of Study; Degree(s) Received
High School				
College				
Graduate School				
Trade, Business Or Correspondence School				

MILITARY SERVICE:

Complete this section if you served in the U.S Armed Forces	Branch of Service:
Describe your training and duties:	Period of active duty?
	Rank at discharge:
	Date of final discharge:

GENERAL:

Do you have any additional education, skills or training that would help you perform the work for which you are applying? _____

EMPLOYMENT HISTORY:

Please list *all* employers for the last ten years, beginning with the most recent:

Organization Name:	Supervisor:	Telephone:
Address:		Dates Employed From: To:
State Position held and Describe Your Duties:		Weekly Rate of Pay Starting: Last:
Reason For Leaving:		May we contact?

Organization Name:	Supervisor:	Telephone:
Address:		Dates Employed From: To:
State Position held and Describe Your Duties:		Weekly Rate of Pay Starting: Last:
Reason For Leaving:		May we contact?

Organization Name:	Supervisor:	Telephone:
Address:		Dates Employed From: To:
State Position held and Describe Your Duties:		Weekly Rate of Pay Starting: Last:
Reason For Leaving:		May we contact?

Use additional paper if necessary.

Please explain any gaps in employment: _____

REFERENCES:

Please list three persons, not related to you, whom you have known at least one year:

Name:	Address and Phone Number:	Relationship/ Business/ Position:	Years Acquainted:

NOTICE TO ALL APPLICANTS:

I understand and agree that if I am employed by TURNAROUND ARTS: CALIFORNIA ("The Organization") my employment will be at-will, which can terminate with or without cause and with or without notice at any time. I understand that no supervisor or representative of the Organization has the authority to enter into an agreement other than for at-will employment, other than the Executive Director of the Organization and that any such agreement must be in writing and signed by the Executive Director. I understand that this agreement of at-will employment sets forth the entire understanding between me and the Organization regarding the duration of my employment. I understand that consideration of my application, as well as any employment is conditioned upon my agreeing to arbitrate all employment related disputes. The terms of this arbitration agreement are more fully set forth in the Organization's arbitration policy. I understand that my employment is also conditioned upon my signing the Organization's Confidential Information and Invention Assignment Agreement. I further agree that, in the event that I am not hired, I will keep confidential and will not disclose to anyone, any confidential, proprietary or trade secret information that I receive from the Organization during the application process, including information regarding the Organization's donors, volunteers, services, ideas, processes or techniques, financial data, technical data or business plans.

I understand that I will be asked to authorize the Organization to conduct background investigations and consumer background investigations in connection with the application process and, in the event that I am hired, during and subsequent to my employment. I understand that the Organization may request information from many sources, including, but not limited to: past employers, educational institutions, personal references and any public or private agencies that have issued me a professional, vocational certification or license. I further understand that such investigation may include review of a wide range of documents and information, including, but not limited to, my credit history, driving record, criminal history and verification of any information provided in this application or during my employment, if I am hired. I understand that any misrepresentation or omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment or immediate discharge from employment. I hereby acknowledge that if offered employment I will be required to pass a drug test.

Release of Claims

I further hereby release and hold harmless the Organization, its officers, employees and agents, any other person, or public or private entity, inquiring about, investigating, furnishing, communicating, reviewing or evaluating information or documents pursuant to this Request, Authorization, Consent and Release, or making any written or verbal communications for such purposes, from any and all, claims arising from such activities, including, but not limited to, any claims whatsoever for defamation, fraud, misrepresentations, intentional or negligent interference with prospective business relations or contract, breach of contract (including any settlement agreement), negligent or intentional infliction of emotional distress, employment discrimination, violation of public policy, and any other potential claims, demands, damages, liabilities and/or actions of any kind whatsoever, whether known or unknown to me presently, that I may have, now or in the future, regarding the application process. I have carefully read this Request, Authorization, Consent and Release and have voluntarily agreed to its terms to assist the Organization in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace. I voluntarily grant this release for purposes of supporting my application for employment and based upon my desire to encourage the Organization's consideration of my application. If I have any concerns about the information that may be provided to the Organization during its investigation concerning issues relevant to the Organization's consideration of my application, I have voluntarily explained such occurrences to the Organization in writing. I additionally agree to fully cooperate with the Organization in permitting the release of the above information and reports, prior to or during my employment, if I am hired. I understand that all information and documents generated, received or maintained by the Organization during, or as a result of, its investigation, will be maintained as confidential information and that the Organization will release such information or documents to me only as required by law. NOTICE: New employees are required to produce verification of their legal right to work in the United States and to attest under penalty of perjury that the documents you have produced are genuine and relate to you.

My signature below certifies that I have read and understand the foregoing and I declare, under penalty of perjury, that to the best of my knowledge and belief, the information on this form is true and correct. My signature below also certifies that I agree to the employment at-will relationship and agree to be bound by the terms and conditions of employment stated in this application.

Signature
Firmwide:133214264.1 850000.2024

Date (mo/day/yr)