

ADMINISTRATIVE ASSISTANT

Co-founded in 2014 by renowned architect Frank Gehry and arts education advocate Malissa Shriver, [Turnaround Arts: California](#) (TA:CA) is a nonprofit organization that partners with public schools across the state that serve marginalized communities. The focus of TA:CA's work is to build the capacity of teachers and principals to strategically use the arts to increase equity and access for all students, and to support whole-school transformation through the arts. TA:CA provides its partner schools with training and leadership development for teachers and principals, small grants to foster community arts partnerships, and coaching for integrating and applying the arts campus-wide. TA:CA's drive for access and equity and its pioneering work make this organization a leader in the field of arts education. TA:CA partners with 24 schools spread from the state's southern to northern borders with representation in 16 school districts, reaching 11,000+ students through 650+ trained teachers and staff. Today, TA:CA represents nearly half of the national Turnaround Arts network.

The Administrative Assistant acts as a partner to the small, but mighty Turnaround Arts: California team as the organization builds sustainable organizational structures and processes to ensure success into the future. The Administrative Assistant will provide general support in the following areas: program event marketing, registration and logistics, office management, and organizational logistics. The Administrative Assistant reports to the Executive Director, and supports the team: the Program Director, the Senior Program Manager, and the Associate Director of Development & Communication.

This role is key to the success of Turnaround Arts: California. 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 opportunities through the arts.

SPECIFIC JOB RESPONSIBILITIES

- Support the program team in hosting virtual and in-person events such as teacher workshops, conferences, and board meetings:
 - Coordinate logistics, such as securing space, catering and supplies, preparing materials, and managing day-of details
 - Coordinate event marketing and registration
- Support short and long-term goals of the organization through weekly action planning and calendar management
- Process invoices, reimbursements, and check requests
- Assist with organizing, coding, and submitting receipts for monthly expense reports
- Coordinate staff travel arrangements
- Monitor admin email account and respond to or redirect inquiries
- Maintain highly organized digital and paper filing systems
- Annually update records about existing partner schools and support new school recruitment
- Support Program team to ensure the tracking, receipt, and organization of reports and data submitted by school partners.
- With the Program team, create and distribute communications for school audiences, including event fliers and monthly newsletters, that support program goals. Support school partners by answering questions that arise from those communications
- Complete other administrative duties, as needed

The Administrative Assistant will have additional responsibilities and be assigned special projects, as necessary. The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

MINIMUM QUALIFICATIONS

- Associate's Degree with 3-4 years relevant experience; *Or* Bachelor's degree with 2-3 years relevant experience. Those with degrees in progress are encouraged to apply.
- 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 team and contribute to meaningful, mission-driven work
- Effective oral and written communication skills, demonstrating diplomacy and accuracy
- Ability to professionally format emails, letters, and other documents
- Familiarity with Microsoft Office Suite and Google Workspace
- Ability to quickly adapt to changing circumstances and priorities, take appropriate initiative, and work independently
- Ability and willingness to adapt and learn, performing a variety of administrative tasks as shifting program demands require
- A growth mindset

DESIRABLE SKILL SETS

- Experience with Adobe Creative Suite, Canva, WordPress, and/or Mailchimp
- Experience working with public schools or marginalized communities
- Bilingual English/Spanish

COMPENSATION

- Full-time, exempt position
- Competitive salary, starting at \$58-62,000, 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

AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO DIVERSITY

Turnaround Arts: California provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring,

placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Turnaround Arts: California is proud to be an equity-centered employer. We are committed to building a culturally diverse, collaborative organization dedicated to increasing educational equity through the arts. We seek to fill this position with someone who shares our values. We encourage all interested individuals to apply — especially Black/African American, Latino/a/e, Indigenous, and People of Color; women; people from low-income socio-economic backgrounds; people with disabilities and people who are lesbian, gay, bisexual, non-binary or transgender, or anyone belonging to any other federal or state protected category.

WORKING CONDITIONS

- Lift, push, pull, or carry supplies, equipment, or classroom/office furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for prolonged periods of time.
- Occasional, local travel using the candidate's own transportation.
- The team is currently working in-person at the office in Playa Vista, Los Angeles, two days/week, or more as needed, and remotely at all other times. While the team is currently working this hybrid schedule, a full return to the office in Playa Vista is possible.
- Proof of full COVID-19 vaccination is required before beginning work.

APPLICATION PROCEDURE

Submit the following materials to hr@turnaroundartsca.org with the subject line "Administrative Assistant." Only fully complete applications will be reviewed. No phone inquiries.

1. Cover letter demonstrating interest and ability to perform the job responsibilities outlined above;
and
2. Resume demonstrating experience and education

Materials will be reviewed until the position is filled, with priority given to applications received by November 27, 2023.

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.