



The **Administrative Coordinator** will serve as the initial point of contact and link between employees, internal departments, and external parties, including vendors and constituents. This position handles all bookkeeping and administrative duties, analyzes and improves office processes and policies, and ensures that the office operates smoothly.

### **About Us**

Think 360 Arts' mission is to cultivate and sustain the arts as essential to all learning through creative experiences for students and teachers. Through our values of collaboration, equity and access, diversity, and creativity, we envision is a community that embraces the arts as a fundamental tool to enhance learning.

The goals of our programming includes:

- Providing opportunities for authentic arts experiences with professional artists
- Nurturing creativity and encouraging students in life-long arts involvement
- Helping students of all learning styles feel a sense of achievement in learning, social and character development, and self-awareness
- Aid educators in developing imaginative and alternative ways of teaching
- Encourage a school's and community's deepening commitment to the arts

Learn more about our programs here: <https://think360arts.org/what-we-do/>

Think 360 Arts for Learning is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

### **Areas of Responsibility**

Office Management 45%

- Guide visitors and initial inquiries to the appropriate parties, including answering emails, answering and routing phone calls, delivering or responding to mailings, and fielding walk-in and website inquiries;
- Provide attentive and detail-oriented support for internal and external parties to ensure consistent, efficient operations;
- Manage reservations and use of community meeting room for internal purposes and for community partners;
- Ensure that the office is well-maintained, organized, and secure;

- Provide ad hoc clerical support for special projects, such as data entry, information gathering and reporting;
- Monitor office supply and equipment levels and reorder as necessary.

### **Bookkeeping 55%**

- Maintain an orderly accounting filing system and records of financial transactions through Quickbooks Online and physical filing;
- Pay artists, grant recipients and vendor invoices in a timely manner;
- Pay any debt as it comes due for payment;
- Issue invoices to schools and community partners;
- Ensure that receivables are collected promptly;
- Record cash receipts and make bank deposits;
- Conduct a monthly reconciliation of credit card account;
- Provide information to the accountant who creates monthly financial statements;
- Provide information to Development Manager on incoming donations for acknowledgement;
- Assemble information for external auditors for the annual audit;
- Follow accounting policies and procedures;
- Maintain historical records by filing documents and comply with federal, state, and local legal requirements by studying requirements, enforcing adherence to requirements, filing reports, and advising management on needed actions.

### **Requirements/Qualifications**

- Experience in administrative support and/or customer service field;
- Exceptional interpersonal, written, and verbal communication skills; Bilingual applicants are encouraged to apply;
- Familiarity with office technology and equipment, including printers, copiers, scanners, and computers;
- Ability to work in a small, collaborative environment.

### **Compensation/Benefits**

This is a 32 hour/week salaried position, Tuesday - Friday from 8am - 4pm. The salary for this position is \$23,296 (\$14/hour) with full benefits, including health and dental insurance with 100% individual premiums covered by the organization and options to include family at an additional cost, Simple IRA match, paid professional development opportunities, and 15 paid holidays with generous PTO package.

### **How to Apply**

Please submit a cover letter and resume by email to [info@think360arts.org](mailto:info@think360arts.org). No phone calls please. All applicants will be notified of the status of their application by July 26, 2019. Interviews will be scheduled on August 1 and 2, 2019. The start date for this position would be between August 5 and August 19, 2019, depending upon the applicant's availability.