



Think 360 Arts for Learning

Administrative/Executive Assistant Job Description - Part Time 24 hrs

About Us

Think 360 Arts' mission is to engage Coloradans of all ages in innovative arts programming that inspires creativity, builds community & advances equity. Through the values of collaboration, equity and access, diversity, and creativity, we:

- Provide opportunities for authentic arts experiences with professional artists
- Nurture creativity and social-emotional growth
- Help students of all ages and identities feel a sense of community and belonging
- Aid educators in developing imaginative ways of teaching

Our small staff of dedicated arts administrators work with Teaching Artists, PreK-12 teachers, and community partners to create customized arts programs for Coloradans throughout the state. 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, disability, age, or veteran status. Bilingual applicants are encouraged to apply.

Roles and Responsibilities:

Think 360 Arts' Administrative/Executive Assistant plays a key support role that ensures that the organization functions smoothly. Reporting to the Executive Director, this role keeps us organized through administrative tasks, bookkeeping and executive support. Hours are flexible, and can incorporate both remote work and work at our shared workspace at Converge Denver as needed.

Organizational Coordination - 10 hours per week

- Field email inquiries from outside parties, routing to appropriate staff member.
- Open mail & route to staff or contractors; maintain bulk mail permit.
- Liaison with landlord at co-working space and reserve spaces for meetings.
- Interface with vendors (tech support, phone systems, printers, translation).
- Maintain partnership agreements with school and community partners.
- Monitor office supply levels and reorder as necessary.
- For in-person meetings and events, order catering, manage any tech set-up, assist with check in, set up and cleanup with help from fellow staff and volunteers.
- Maintain and manage insurance policies.
- Review Program Evaluation forms; collect & organize participant quotes.
- Occasional tasks: organize casual staff celebrations, make travel arrangements, retrieve items from storage space.

Bookkeeping & Recordkeeping - 10 hours per week

- Act as main liaison with Accountant, working with staff to gather needed information.
- Collect credit card receipts, reimbursement requests, invoices, and other financial documents from staff and organize on google drive.
- Bi-weekly, print checks for artists, grant recipients and vendors from Quickbooks and mail out.
- Record cash receipts and make bank deposits.
- Notify Development Manager of incoming individual donations, track grants payments.
- Request that Accountant create invoices, when required by grantors or other partners
- Maintain records of financial transactions through physical filing and/or google drive.
- Maintain records by filing documents needed to comply with federal, state, and local legal requirements, advising management on needed actions.
- Assemble information for external auditors for annual audit.

Executive Support - 4 hours per week

- Provide administrative support, such as managing board and committee meeting calendars, organizing grants calendars, and on occasion, in-person meeting support.
- Provide ad hoc clerical support for special projects, such as data entry, demographic information gathering and grant reporting.

Qualifications and Desired Skills:

- Interest in the value of arts and education.
- Commitment to fostering an inclusive culture.
- Experience with administrative support tasks.
- Familiarity with accounting processes; basic familiarity with Quickbooks is helpful.
- Exceptional interpersonal, written, and verbal communication skills.
- Ability to work in a small, collaborative environment with varied tasks day-to-day.
- Excellent problem-solving skills.
- Experience with Google Suite (Gmail, Gchat, GCal, Google Meet, Drive) and Zoom.

Salary and Office Hours

This is a 24 hour/week salaried position, with flexible hours that intersperse working from home and working from an office. The salary for this position is \$17/hour, and includes three holiday weeks (Thanksgiving & Winter Breaks, aligned with Denver Public Schools Calendar) plus 6 paid holidays yearly. Think 360 Arts has a self-managed PTO policy to allow for healthy work-life balance; each employee is encouraged to take at least 1 week off quarterly.

To Apply

Please submit a cover letter and resume by email to jen@think360arts.org. No phone calls please. Please apply by November 5th at 5 p.m. for priority consideration.