



## **Think 360 Arts for Learning**

### **Temporary Administrative Assistant Job Description - Temporary, 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' Temporary Administrative Assistant will cover an employee's leave, and will play a support role that ensures that the organization functions smoothly. This temporary position is needed from late July through mid-December. Reporting to the Executive Director, this role keeps us organized through administrative and bookkeeping 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 members.
- Field incoming voicemail from outside parties, returning calls or routing to appropriate staff members.
- 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.
- make travel arrangements,

**Bookkeeping & Recordkeeping - 14 hours per week**

- 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 the Development Director of incoming individual donations, track grants payments.
- 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.

**Qualifications and Desired Skills:**

- Experience with administrative support tasks.
- Familiarity with bookkeeping 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 position will be in place from late July through mid-December. The salary for this position is \$18/hour.

**To Apply**

Please submit a cover letter and resume by email to [info@think360arts.org](mailto:info@think360arts.org) with the subject line "Temporary Administrative Assistant" Priority consideration will be given to applications received by Monday, June 27th at 9 am. No phone calls please.