



POSITION DESCRIPTION

PROGRAMS ASSISTANT

MISSION: Arts Education Connection San Diego (AECSD) transforms learning by bringing the joy and richness of the arts to schools and communities.

VISION: We envision a future where all San Diegans learn, create, and thrive through the arts.

SUMMARY: The Programs Assistant is an administrative position that supports our two program managers in creating artist and school contracts, and month-end invoices. This position will begin as part-time with the potential to go to full-time.

POSITION LEVEL: Entry-Level

REPORTS TO:

- Residency Programs Manager and Professional Learning and Community Programs Manager.
- Will have some interaction with Operations Administrator and Executive Director.

DUTIES AND RESPONSIBILITIES:

- Understand and be able to talk about the wide variety of programs that AECSD offers including Discovery, Residencies (discrete, integration, and intervention), and Professional Learning, including format variations such as in-school, after-school, and summer programs.
- Create contracts with school districts and/or individual school sites, community venues, and professional teaching artists.
- Create, manage, and track monthly venue invoices in an accurate and timely manner.
- Track monthly teaching artist invoices, ensuring accurate payments.
- Maintain current records for individual program accounts, ensuring required documents and attachments are entered completely, accurately and in a timely manner.
- Maintain current records for Teaching Artists, with DOJ clearance, TB testing, business license, Mandatory Reporting, Insurance, and other relevant school district requirements.
- Assist with the distribution and collection of materials for teaching artists (i.e., timesheets, annual agreements, etc.).
- Assist with the distribution and collection of program data (pre/post assessments); help gather program documentation in the form of letters, sample artwork, pictures, videos, etc.
- Distribute and collect program photo releases, family informational letters, and program swag at all school sites, as appropriate.
- Represent AECSD as a dependable, collaborative, professional team member at all times.



POSITION DESCRIPTION

PROGRAMS ASSISTANT

SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent people skills, confidence, and maturity in developing and maintaining relationships; the ability to work well with a variety of constituents (artists, educators, staff) and diverse communities with a commitment to cultural sensitivity.
- Excellent computer literacy, the ability to learn software programs such as Salesforce and Kintone.
- The ability to learn how to execute complex contracts and invoices.
- Knowledge of Microsoft Office (specifically Outlook, Excel and Word) and Google Suite.
- Ability to juggle multiple projects concurrently.
- Detail-oriented, accurate, able to catch their own mistakes.
- Willing to learn, grow and adapt to changing requirements of school districts.
- Cooperative and team-oriented attitude.
- Tenacious, personable, diplomatic with the ability to maintain their sense of humor in stressful situations.
- Bilingual (English/Spanish) a plus.

EDUCATION AND EXPERIENCE:

- This position does not require a college degree, but a Certificate, AA or BA degree in business administration, computer science, or an art form is desirable.
- 0-2 years' experience in an administrative role.

PHYSICAL DEMANDS AND OTHER REQUIREMENTS:

- Must have reliable transportation. Requires some local travel to attend meetings at schools (this is a hybrid position 75% remote and 25% in-school visits).
- Must follow CDC guidelines and school district rules/guidelines regarding COVID vaccination, mask wearing, and social distancing.
- Once hired, employee must have a DOJ Fingerprint scan and show proof of a negative TB test.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
- All employees participate in Mandated Reporter training and Sexual Harassment Prevention training.

STATUS, SALARY AND BENEFITS

- FLSA Classification: Non-exempt, hourly, part-time (between 20-25 hours/wk).
- Compensation: Between \$17-\$21/hour.
- Benefits: \$50/month internet stipend, \$25/month cell phone stipend, and mileage reimbursement at current IRS rate.
- Accrual of sick time in accordance with AECSD Employee Handbook and San Diego Sick Leave requirements.



POSITION DESCRIPTION

PROGRAMS ASSISTANT

TO APPLY: send a cover letter summarizing your qualifications and interest along with a current resume no later than **Sunday, December 4 at 11:59 p.m.** to jobs@artsedsd.org.

- First round interviews will be conducted during the week of December 5 and possibly through the week of December 12.
- Final interviews will be conducted during the week of December 19, and Programs Assistant selected.
- Target start date, January 2, 2023.

ABOUT AECSD: Arts Education Connection San Diego (AECSD) is the oldest non-profit organization in San Diego County focusing solely on arts education services. We provide arts learning opportunities for students, families, and communities. AECSD delivers residencies, workshops, assemblies, family arts nights, and professional learning for teaching artists and classroom teachers.

Arts Education Connection San Diego is an equal opportunity employer and seeks workforce diversity with respect to race, ethnicity, gender, age, sexual orientation, and physical ability.

For more information on AECSD please visit our website at www.artsedsd.org.