



Administrative Specialist

JOB DESCRIPTION

The best and brightest always have choices in the Performing Arts Industry.

We want you to review your time with the Arts & Learning Conservatory as an investment in your future that includes growth along the way. The longer you stay with Arts & Learning Conservatory the wider the breath of Admin opportunities and experiences you will gain and the greater impact you will make on the lives of our youth.

We're invested in people. We know that our overall success is a combined effort. So if you are looking for an opportunity to express and explore your passion as an Administrative Assistant, in a supportive and inspiring atmosphere, read on!

ARTS & LEARNING CONSERVATORY VISION

We exist to make high quality arts, equitable and accessible to all children, regardless of socioeconomic status.

ARTS & LEARNING CONSERVATORY CULTURE

Students confidently explore the arts within a family-feel environment. We purposefully make each program meaningful, challenging, and impactful.

SUMMARY

The Administrative Assistant performs general office and clerical support to the CEO and other team members to ensure efficient and productive operations. This is the perfect opportunity for an individual looking for a fulfilling position in a creative and growing nonprofit, focused on creating accessible and equitable opportunities for children by transforming lives through the arts. We are seeking friendly, motivated individuals who are excited to learn and excel within our family friendly company.

IN-PERSON/ON-SITE ROLE.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- A friendly, professional, outgoing demeanor in person as well as on the phone.
- Build and maintain relationships with students/families/teaching artists, school/admin teams.
- Customer service experience- as you will take phone calls and handle in-person inquiries.
- A proven work ethic.
- Strong attention to detail and ability to prioritize assigned tasks.
- Ability to work independently with minimal input from the CEO as well as strong multi-tasking abilities.
- Demonstrated proficiency with computer technology and various software applications such as web conferencing, MS Office, particularly Word, Excel, and Outlook.
- Preferred experience with scheduling and/or student enrollment management software. Our systems are heavily cloud based so applicant will work mainly with web applications.

EDUCATION AND EXPERIENCE

- High school diploma or GED equivalent with a minimum of two years of general administrative support experience.
- Completion of related coursework in one or more of the following subject areas: Office Technology, Business Office Systems, Business Administration, Information Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides general office support including answering of phone calls and emails, compiling information, note taking, calculating data, record keeping, preparing mass mailings and electronic communications.
- Responsible for student advisement and registration including actual data entry into the student enrollment management system.
- Inputs courses in the student enrollment management system and serves as the primary resource for students and their families. Monitors system for accuracy and verifies instructor assignments.
- Processes monetary transactions for students and creates Installment Plans for students as needed.
- Reviews and verifies scholarship applications for completeness, eligibility, and accuracy.
- Build and maintain relationships with students/artists, families, schools, and vendors.
- Create and distribute informational communications for parents, schools, artists/students, staff, donors, etc.
- Review and proofread materials to correct spelling, grammar, sentence structure, and to identify other errors/omissions.
- Manages and maintains the organization's Master Calendar, various work schedules, recitals/productions, private lessons, and other special events.
- Assists with the coordination and training of interns and volunteers.
- Maintains supplies (office, classroom, refreshments), and manage the cleaning crew's schedule when needed. Includes purchasing and coordinating deliveries.
- Assist teaching artists with sanitizing instructional spaces in between classes.
- Performs related duties as assigned.

ENVIRONMENTAL/WORKING CONDITIONS

Most of the work time is an office setting. Local travel may be required. Occasional weekend and evening work to support organizational events such as recitals and productions, meetings, and activities.

HOURS/LOCATION

IN-PERSON 25-30 hours per week, Monday through Friday

151 Kalmus Drive, Suite G-3
Costa Mesa, CA 92626

The daily schedule may vary, depending on ALC's class schedule.

COMPENSATION

\$18/hr

HOW TO APPLY

Please send your resume to ALC's Accounting/Operations Manager, Antoinette Catalla.

antoinettec@artsandlearning.org