



**Administrative Associate
Job Announcement
February 2022**

Create CA seeks a full-time Administrative Associate who will provide administrative support for its Pasadena office and statewide team.

Create CA's mission is to advocate for high quality arts education for all students by providing policy expertise and by mobilizing a statewide network of advocates and allied partners. Create CA is the only statewide organization that brings together all primary constituencies for arts education, including arts organizations, K-12 teachers, professional teacher associations, state and local education departments, professional development providers, parents and PTAs, and interested community members in higher education and business.

For more information, please visit www.createca.org

Major Duties and Responsibilities

Specific duties include, but are not limited to, the following:

- Provide administrative support to Create CA staff
- Coordinate logistics, prepare materials, and help execute meetings and special events, including Board and other meetings
- Schedule meetings and appointments
- Oversee office systems and equipment including external IT support
- Support board and staff orientations and onboarding
- Track and order inventory (e.g., program collateral, equipment, office supplies, etc.)
- Maintain all files and archives
- Track credit card receipts, reconcile with statements and update transactions in QuickBooks
- Support monthly payroll (time allocation sheet tracking, etc.)
- Track employee expenses and receipts as well as monitor employee budget allocations
- Assist Finance & Operations Manager with day-to-day bookkeeping, including entering invoices, bill pay and account reconciliations
- Process, track and acknowledge donations
- Respond to public inquiries and represent Create CA effectively to the public
- Other administrative support as needed

Physical Requirements

- Duties require occasional lifting of up to 20 lbs

Job Qualifications

Experience: 2-4 years of administrative experience required.

Education: Bachelor's degree preferred, but not required.

Knowledge, Skills, and Abilities

Ideal candidate will have:

- Exemplary organizational, time management, project management, analytic and coordination skills
- Highly motivated, able to plan proactively, prioritize tasks, and manage competing priorities
- Excellent attention to detail and follow through on projects/tasks
- Strong written and spoken communication and interpersonal skills
- Stellar notetaking, editing and proofreading skills
- Knowledge using Microsoft Office (Word, Excel, PowerPoint), QuickBooks, and Macintosh or PC platform required
- Experience with Google Workspace, Smartsheet, Dropbox, Zoom, Bill.com, databases and/or graphic design desired but not required
- General technological savvy and strong online research skills
- Friendly and professional presence in telephone, virtual, and face-to-face communication
- Ability to work independently and carry out assignments within stated timeframe
- Honesty, integrity and ability to adapt to change
- Valid California driver's license

Position Specifications & Benefits

- Full-time employee, non-exempt position
- Competitive compensation commensurate to applicant's experience (Range of \$21-\$23/hr)
- Benefits include: Medical, Dental and Vision coverage, 401(k) plan participation and matching, as well as Sick, Vacation and Holiday pay
- Create CA is committed to employee professional development and supports opportunities for training and growth
- The position requires occasional travel throughout California and to select events

Application Process

To apply, submit the following as one (1) attachment in pdf format to hr@createca.org with the subject line "Administrative Associate":

- Resume
- Cover letter

Applicants will be contacted only if the applicant's skills match the job requirements. No calls please.

Equal Opportunity Employer

Create CA is an Equal Opportunity Employer. Create CA seeks diversity and does not discriminate based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender

identity, gender expression, age, sexual orientation, military or veteran status or any other basis protected by law.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.