



PASO ROBLES YOUTH ARTS CENTER

Our mission is enriching lives through the arts

JOB DESCRIPTION			
Job Title	Office Administrator	Reports To	Executive Director
Exempt/Non-Exempt	Non-Exempt	Date Written	February 2025
Job Status	Full-Time	Weekly Hours	30-35

The Office Administrator is seen by all facets of the community and is responsible for showcasing Paso Robles Youth Arts in the highest regard to stimulate overall trust and recognition of the organization. This position will be full-time/non-exempt, offering 30-35 hours of work per week.

ADMINISTRATIVE TASKS

- A. Assist with record-keeping that involves highly confidential information
- B. Communicate with members of the public
- C. Clerical duties and administrative tasks, as assigned
- D. Act as a direct assistant to the Executive Director
- E. Prepare for and take notes for meetings
- F. Assist in the preparation of Board Meeting agendas and materials
- G. Assist in Board member communication and scheduling of meetings and/or events
- H. Strong ability to multi-task and prioritize assignments
- I. Assist with student record keeping and data collection
- J. Receptionist responsibilities including answering phones and greeting visitors to our facility
- K. Follow opening and closing procedures at our facility
- L. Assist and support any conflicts that may occur in the classroom
- M. Assist with Donor management
- N. Support grant management
- O. Assist in the planning and execution of community fundraisers and auctions
- P. Process donation payments
- Q. Assist with creation and design of marketing materials
- R. Manage social media content

SKILLS AND ABILITIES

- A. Carry a high standard of professionalism
- B. Bilingual: English/Spanish, preferred
- C. Available to work M-F, 10:45am - 6:45pm
- D. Strong attention to detail and ability to multi-task
- E. Strong organizational and time management skills
- F. Good verbal/written communication skills
- G. Must be tactful and able to resolve disputes
- H. Proficient (or willing to learn): Google products, Microsoft Office Suite, Canva, CRM database, and Adobe Acrobat