EXECUTIVE ASSISTANT

Department: Executive
Reports to: Executive Director
Supervises others: No
FLSA Status: Non-Exempt
Status: 32-40 hours per week
Location: Phoenix
Benefits: Partial to Full depending on hours
Compensation: $15 - $17 per hour, DOE

This position supports Free Arts by providing administrative support to the Executive Director, serving as secretary for all board and committee meetings.

ORGANIZATION COMPETENCIES

<table>
<thead>
<tr>
<th>Mission Focused</th>
<th>Communicate Effectively</th>
<th>Instills Trust</th>
<th>Collaborative</th>
<th>Self-Management</th>
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<tbody>
<tr>
<td>Promotes the transformative nature of resilience-building arts programs.</td>
<td>Ensures that others involved in a project or effort are kept appropriately informed.</td>
<td>Consistently delivers on commitments, demonstrating both competence and credibility internally and externally.</td>
<td>Prioritizes organization and group objectives over individual goals.</td>
<td>Demonstrates the ability to maintain composure.</td>
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<td>Makes business decisions grounded in the mission.</td>
<td>Tailors communication content, tone and method (verbal, written, email, phone, etc.) to audience.</td>
<td>Actions are aligned with intent and words.</td>
<td>Provides assistance and support to others to help them reach their individual goals.</td>
<td>Takes initiative and acts without waiting for direction with available information.</td>
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<td>Promotes healing nature of art, creativity &amp; healing.</td>
<td>Seeks to fully understand before responding.</td>
<td>Involves people in decisions that affect them.</td>
<td>Expresses disagreements constructively and works toward solutions that are mutually beneficial.</td>
<td>Accepts responsibility for gathering information, taking action and results.</td>
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<td>Advocates for the interests for children &amp; partners.</td>
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POSITION COMPETENCIES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Planning and Organizing</th>
<th>Service Orientation</th>
<th>Detail Orientation</th>
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<tbody>
<tr>
<td>Develops clear goals for programs, projects and events.</td>
<td>Anticipates and identifies constituents' wants, needs and concerns.</td>
<td>Demonstrates thoroughness in accomplishing a task through concern for all the areas involved, no matter how small.</td>
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<td>Develops and uses systems to organize and keep track of information or work progress.</td>
<td>Presents a welcoming, professional and positive demeanor.</td>
<td>Monitors and checks work or information and plans and organizes time and resources efficiently.</td>
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<td>Allocates, adjusts, makes decisions and manages resources according to shifting priorities.</td>
<td>Maintains and coordinates the Executive Director's calendar.</td>
<td>Completes expenditure requests.</td>
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<td>Facilitates all board and committee communications.</td>
<td>Provide administrative and clerical assistance for the Executive Director and Board of Directors.</td>
<td>Arranges travel plans for senior staff.</td>
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<tr>
<td>Coordinates board and committee meetings.</td>
<td>Maintain confidential information.</td>
<td>Facilitates collection, storage, and maintenance of all board related documents and data.</td>
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</table>
Physical Requirements
• Ability to sit for long periods of time using a computer and talking on the phone.
• Maintaining files & supplies requires stooping & lifting boxes & other materials up to 15 pounds.
• Must be able to see well and read fine print.

Environmental Requirements
• Must be able to work in a well-lighted, temperature controlled work area.
• Must be able to see and work with a computer screen for extended periods of time.
• Must be able to work in an open area with other employees and volunteers.

Other Requirements
• 3-5 years’ business experience or commensurate experience.
• Knowledge in Windows, Microsoft Applications including Word, Excel, Outlook and PowerPoint and CRM software, Salesforce preferred.
• Ability to receive a Fingerprint Clearance Card from the Arizona Department of Public Safety.

Disclaimer: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, i.e., emergencies, changes in personnel, workload, rush jobs, or technological developments. Further, there will be occasions when staff are asked to work outside of an 8:30am to 5:00pm workday.

How to Apply
Please email search@freeartsaz.org and attach:

• A cover letter summarizing your experience
• An updated resume
• 3 Professional References

Please note the attachments in the body of your email and send by the deadline posted.

Military Veterans, Peace Corps, and AmeriCorps are encouraged to apply.

Applicants will be contacted after the position closes for next steps.

Free Arts maintains the right to reopen the position until the position is filled with a qualified candidate.