PROGRAM ASSISTANT – Part Time

Department: Programs
Reports to: Program Director
FLSA Status: Non-Exempt
Benefits: No
Supervises others: No
Status: Part Time - Temporary: June 15 – Nov 1, 2019
Location: Phoenix
Compensation: $11.50 per hour

This position supports Free Arts for abused Children of Arizona by providing administrative support to the Programs Department through various tasks.

**ORGANIZATION COMPETENCIES**

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<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>Aids 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, acting 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>Service Orientation</th>
<th>Detail Orientation</th>
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<tbody>
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<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>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>Communicates with arts and culture partners and partner agencies to garner and distribute tickets</td>
<td>Organizes and maintains art room</td>
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<td>Communicates with Alumni about upcoming opportunities, expectations and logistics.</td>
<td>Oversees program department calendar.</td>
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<td>Supports other program department needs</td>
<td>Creates and distributes program department meeting minutes.</td>
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Physical Requirements
- Ability to sit for long periods of time using a computer and able to see well and read fine print.
- Maintaining files & supplies requires stooping & lifting boxes & other materials up to 50 pounds.
- Must be able to see well and read fine print. Ability to stand for long periods of time which may include reaching and organizing shelving units.

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
- Ideal candidate will have 1-2 years of practical work experience in a business setting.
- Knowledge in Windows, Microsoft Applications including Word, Excel, Outlook and PowerPoint.
- 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.