

Montalvo Employment Opportunity

Part-Time Administrative Assistant

At Montalvo Arts Center, we strive to continually develop a welcoming environment where all people have a sense of belonging and find enrichment through the arts. We seek to build bridges locally and globally. We invite you to join us.

We are in search of a Part-time Administrative Assistant to provide on-site support to the Executive Director and complement the work of the remote Executive Administrator. This role is ideal for someone who enjoys creating welcoming, well-run environments and has a genuine appreciation for the arts.

The schedule for this position is primarily Tuesdays through Thursdays 15-20 hours per week. The schedule may shift when the Executive Director is travelling. Flexibility and responsiveness are essential.

Essential Duties and Responsibilities include, but are not limited to:

- Provide on-site support aligned with the Executive Director's schedule and needs.
- Coordinate with the remote Executive Admin. to ensure seamless administrative operations.
- Help manage the volunteer service program.
- Serve as a friendly and helpful on-site point of contact for the Executive Director.
- Assist with scheduling meetings and coordinating travel arrangements as needed.
- Purchase supplies for on-site lunches, teas, and meetings hosted by the Executive Director. Prepare and set up office spaces for meetings and small gatherings - assist with light cleanup and resetting of spaces following events.
- Purchase flowers, gifts, and cards for donors, partners, and special occasions.
- Support thoughtful, relationship-centered gestures that reflect the organization's values.

The ideal candidate will have the following qualifications:

- 5+ years' experience supporting the work of an executive – preferably in a non-profit/arts environment.
- Strong organizational skills and attention to detail.
- Ability to manage shifting priorities and work independently.
- Flexible schedule with availability to adjust hours based on needs.
- Excellent communication and interpersonal skills.
- Professional, warm, and gracious demeanor – should enjoy interacting with a wide range of constituencies.
- Ability to run local errands and transport supplies as needed.
- Must be skilled in Office365 (Word, Excel, PowerPoint, Outlook, etc.) Zoom and have administrative experience managing a busy calendar and travel schedule.
- Personal interest and background in contemporary art is desirable.

Working Conditions & Physical Tasks:

- Typical office environment; requires the ability to remain seated at a computer workstation for extended periods. Some job functions may be performed outdoors. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. The employee may lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- Must be able to work evenings and weekends as needed.
- Local travel is required; must have a valid driver's license and access to own vehicle and clean DMV record.

Compensation: \$30.00 per hour

To apply, please submit a cover letter and resume summarizing your skills and experience related to the position – send to: hr@montalvoarts.org. Resumes without cover letter will not be considered.

The position is open until filled. Applicants will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be contacted or offered an interview.

For more detailed information about Montalvo Arts Center visit our website at www.montalvoarts.org. Montalvo Arts Center is an Equal Opportunity Employer.