



## **Junior Center of Art and Science**

### **Seeking Front Desk and Administrative Support**

### **Position: Part-time Administrative Assistant**

#### **Position Overview**

The Junior Center of Art and Science encourages children's natural wonder and innovation through creative exploration.

Located in the heart of Oakland on the shores of Lake Merritt, the Center is dedicated to delivering programs to the communities of Oakland that support the development of young people who value the arts and sciences within the community. We do so through our interactive learning spaces and through hands-on, exploratory programs including exhibitions, workshops, and classes.

Our programs take place at the Junior Center, in community spaces, and at school sites throughout Oakland and the greater East Bay.

Our support staff is essential to the organization's health and success. The Administrative Assistant serves as the first point of contact for the community at large including visitors, potential students, and their families. Primary responsibilities include providing general support to the Junior Center community including staff, visitors, and students; providing office support to the administrative staff; and providing general social media support including updating our Facebook and Instagram accounts.

#### **Duties and Responsibilities**

##### *Reception*

- Serve as the primary point person and general support for visitors, students and their families
- Answer and direct phone calls in a courteous and professional manner
- Take messages as necessary and direct to the appropriate people as needed
- Respond to questions/requests for information and provide appropriate information as necessary

##### *Office Administration*

- Organize and schedule appointments for Executive Director
- Provide general administrative support including:
  - Preparing reports
  - Making copies of handouts
  - Attending meetings and taking minutes
- Develop and maintain filing systems
- Order office supplies
- Organize and maintain contact databases
- Submit/reconcile expense reports

- Other duties as necessary

### *Social Media Support*

- Upload social media posts

### **Desired Qualifications**

- 1 - 3 years of administrative and/or customer service experience.
- Excellent people skills
  - Experience working with a diversity audiences
  - Ability to work well in a collaborative/team setting
- Strong oral and written communication skills; strong interpersonal skills
- Strong attention to detail
- Strong interest in working in a community youth setting
- Interest in art or science practices
- Able to communicate clearly and efficiently with a variety of audiences
- Must pass a post-employment criminal background check

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Must be able to regularly lift up to 25lbs. and climb an 8 ft ladder.
- Must be able to sit and stand at a desk for long periods of time.
- Must be able to answer phones and operate office equipment including but not limited to an office computer, tablet, fax machine and copier.

Schedule: Part-time employee

Pay Rate: \$14.00 to \$16.50 per hour DOE

NO CALLS PLEASE.

### **Send Resume & Cover Letter to:**

RE: Admin Asst Position  
Junior Center of Art and Science  
558 Bellevue Avenue  
Oakland, CA 94610  
contact@juniorcenter.org

The Junior Center of Art and Science (JCAS) is an independent, non-profit organization which has been providing educational programs to children and teens for over 50 years. JCAS serves over 25,000 children annually through school outreach programs, after school and summer

courses, and a variety of drop-in art and science activities for children and their families.

Multilingual, people of color, and LGBTQIA encouraged to apply.

To learn more, visit the Center's web site at [www.juniorcenter.org](http://www.juniorcenter.org)

The Junior Center is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.