



Junior Center of Art and Science

Seeking Office Coordinator

Full-time, 40-hours per week (Tuesday - Saturday, 9am - 5pm)

\$18 - \$20/hour DOE, plus benefits (medical and dental)

Overview

The Junior Center's mission is to cultivate curiosity and creative exploration through the arts and sciences. Located in the heart of Oakland on the shores of Lake Merritt, we aim to serve all youth throughout Oakland and beyond. We do so through our interactive learning spaces and through exploratory programs including exhibitions, workshops and classes both on-site and off-site.

Our Values

We value the necessity of **equity, inclusion and representation** in the fields of art and science and invest in the future of these fields by providing equitable access to our programs. We value **creativity and imagination** - two cornerstones in art and science exploration. We design our programs to support innovation and creative inquiry. We believe **personal connection** makes for the best learning experiences. Our programs are designed to be fun, interactive and learner-driven. We value our space as a **community space**. All families are welcome through our doors.

Job Summary and Description

The Office Coordinator works directly with the Executive Director, Accountant, and staff to provide operational support to center programs including but not limited to classes, workshops, field trips, birthday, rentals, and volunteer coordination.

70% Operations and Facilities Oversight: supporting organizational operations by maintaining office and facility systems.

- Maintain office services by organizing and implementing office operations and procedures including:
 - Accounting: payroll support, invoicing, managing daily ledger, check requests, weekly deposits, and credit card records.
 - Clerical functions: managing correspondence, filing systems, supply requisitions, mail, bills and equipment procurement.
 - Record keeping: Provides historical reference by defining and implementing procedures for retention, protection, retrieval, transfer, and disposal of records.
- Perform record keeping and general clerical functions (e.g. proofreading, filing, copying, e-blast communications, printing reports) for the purpose of supporting operations.
- Oversee organization's rental program and volunteer program.

15% Registrar: Provide general support to center students, families and community partners.

- Manage registration database.
- Manage and implement communication with center students and families regarding information on a variety of enrollment issues and concerns.
- Evaluate situations for the purpose of taking appropriate action and/or directing appropriate personnel for resolution.
- Collect payments and/or fees for the purpose of completing transactions.

15% Front Desk support and Reception

- Providing front desk reception as needed: greeting visitors, answering phone calls, and responding to questions/requests for information as needed.
- Supporting the overall cleanliness and organization of our learning spaces.
- Assisting with set-up and breakdown of learning spaces.

The ideal candidate will have experience working in a busy office environment where multi-tasking, attention to detail and prioritizing are required. This ideal candidate must be:

- Able to perform basic IT tasks.
- Able to carry up to 40 lbs. up a flight of stairs, able to climb a ladder, able to perform physical work multiple days in a row.
- Reliable, flexible, and adaptable

Skills and Qualifications:

- 3+ years' experience working in an office coordinator/management capacity
- Strong interest working in a communal, culturally responsive educational setting
- Proficient with Microsoft Office and Google Suite
- Proven ability to work collaboratively with others
- Excellent communication and time management skills
- Able to communicate clearly and efficiently with a variety of audiences
- Must pass a post-employment criminal background check

Schedule: Full-time, up to 40 hours per week; Tuesday - Saturday or Wednesday - Sunday

Pay rate: \$18.00 - \$20.00 per hour DOE.

NO CALLS PLEASE.

Send Resume and Cover Letter to:

RE: Office Coordinator
Junior Center of Art and Science
558 Bellevue Avenue
Oakland, CA 94610
or email
denriquez@juniorcenter.org

Multilingual, BIPOC, and LGBTQ+ encouraged to apply.

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