



Junior Center of Art and Science
Seeking Program Assistant
Part-time, 18-hours per week
(flexible schedule Monday - Saturday btwn hours of 9am - 6pm)
\$15 - \$16/hour DOE

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.

Position Summary

The Program Assistant works directly with the Program Director and staff to provide program support as related to both on-site and off-site programs and their daily operations. Working alongside the Program Director and other staff, this position will assist in the coordination of logistics associated with programs and attend other events as available.

Key Responsibilities

85% Program Administration

Provide general administrative and clerical support to the Program Director and staff including:

- Provide general clerical support for all programs including making copies, ordering office supplies, organizing and maintaining databases.
- Support materials and equipment needs as necessary. (e.g. prepping materials and supplies, set up and breakdown of learning spaces as needed, overseeing materials management including the Junior Center tech cart).
- Updating the programs calendar
- Support birthday parties and other events as needed
- Support marketing and outreach communications including the distribution of quarterly brochures and postcards and sending out programming e-blasts.
- Track program participation and feedback while providing timely program descriptions and outcomes to Executive Director for reports
- Perform other duties as assigned

15% Facilities Support

- Help to keep facilities clean, neat and well stocked
- Report and facility needs to the City (i.e. Public Works and Parks and Recreation) for larger facility needs

Skills and Qualifications

This position is an opportunity for a goal-oriented, self-motivated individual to work in a warm, welcoming community setting. The ideal candidate will have experience working in a busy office environment where multi-tasking and prioritizing are required. The ideal candidate must be:

- Detail oriented
- 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
- Have strong time management skills to complete goals and objectives

- 1-3 years experience working in a supporting role for educational or community based programs
- 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 skills
- Must pass a post-employment criminal background check

Schedule: Part-time, 18 hours per week (flexible scheduling, TBD)

Pay rate: \$15.00 - \$16.00 per hour DOE.

NO CALLS PLEASE.

Send Resume and Cover Letter to:

RE: Program Assistant
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.