



## Inner-City Arts

### Job Announcement: Receptionist/Clerical Assistant

The Receptionist/Clerical Assistant is a non-exempt employee responsible for coordinating multiple activities within the organization. The Receptionist/Clerical Assistant works closely with the Development and Administration Departments on implementation of departmental activities as well as supporting the Programs Department, Finance Department and Facilities Department as needed. This position reports to the Director of Administration

#### Responsible:

- Answers the organization's main phone line and directs calls as needed. Acts as main operator.
- Meets and greets visitors, determines the nature of their visit and notifies appropriate staff members.
- Represents organization to callers and visitors in a friendly, professional manner.
- Schedules meetings and other related events for the President and CEO while considering the overall Inner-City Arts calendar for minimal conflict of meeting times and location.
- Coordinates and prepares purchase orders across all departments for general office supplies. Orders, distributes supplies and/or picks up supplies as needed.
- Opens, tracks and sorts all incoming mail, including financial contributions.
- Processes credit card and online donations
- Assists with various Board of Directors meetings with general set-up, or taking and/or distributing meeting minutes.
- Develops good working relationships across all departments and is a resource for staff, visitors, The Board of Directors and donors.
- Assists with fundraising events as needed.
- Assists the Development and Administration Departments with hospitality for site visits as needed.
- Maintains and updates donor records and funding lists on Inner-City Arts' computer database.
- Creates reports as needed from the database.
- Responsible for generating and mailing donor acknowledgements of donations.
- Maintains the Development Department's general files.
- Completes additional duties as required.

**Qualifications:**

The Receptionist/Clerical Assistant must have strong written and oral communication skills, high level of integrity, diplomacy and initiative. Essential is a deep commitment to the welfare of children and the critical role that the arts play in their development. Receptionist/Clerical Assistant must have the capacity to thrive in a fast-paced work environment that values vitality, integrity and flexibility. An essential quality is the skill to maintain excellent working relationships with funders, board members, visitors and staff and to maintain an open and approachable demeanor at all times. This position requires a pleasant phone demeanor and the ability to multi-task. Excellent data management skills needed (Excel/Word required, additional knowledge of Donor Perfect is preferred). Spanish language skills would be a plus.

**Work Schedule:** Full-time - 40 hour work week. 8am - 5pm..

**Location:** Inner-City Arts is located in downtown Los Angeles in the Warehouse District, adjacent to the Produce Mart and Skid Row.

**Salary:** \$12-\$13/hr

**To Apply:** Fax/send/e-mail resume & letter of interest to: Susie Goliti, Director of Administration, Receptionist/Clerical Assistant Search, [Susie@inner-cityarts.org](mailto:Susie@inner-cityarts.org), or mail to Inner-City Arts, ATTN: Susie Goliti, 720 Kohler Street, Los Angeles, CA 90021, FAX: 213-627-6469. **No phone calls, please.**