



PACIFIC ARTS
MOVEMENT

EXECUTIVE ASSISTANT JOB DESCRIPTION

Position Summary: A full-time hourly position, the Executive Assistant is responsible for performing a wide range of office management and organizational administrative duties. Within a team framework, the Executive Assistant will assist with accounting, development, and database support for an organization with a budget around \$800,000. The Executive Assistant reports to the Executive Director.

Job Duties:

- Serve as assistant to the Executive Director with an emphasis in areas of accounting, development, and board communications
- Support organizational accounting functions including the processing of invoices, coding of revenue/expenses, and entries into the Salesforce database
- Assist with fundraising and development efforts by tracking fulfillment of sponsor benefits, donor/sponsor acknowledgement, database entries and reporting, and grants support
- Assist Executive Director as a liaison to the Board of Directors for monthly meetings and ongoing communications
- General event support as needed during Pac Arts' programs and festivals
- Other duties as assigned by the Executive Director

Qualities Desired:

- Passion, experience and/or knowledge in the arts and culture field
- Ability to interact with all level of business executives, community groups and other individuals to promote the agency. Ability to work well with all levels of management and staff
- Ability to multi-task, prioritize and handle pressure of deadlines
- Strong verbal and written communication skills
- Strong computer and internet research skills
- Accounting and database experience a plus including in Quickbooks and/or Salesforce
- Knowledge of community organizations in San Diego preferred

Compensation & Benefits:

Pacific Arts Movement provides all full-time employees a competitive benefits package including medical, dental, vision, and life insurance. Upon qualifying, matching retirement benefits are also available.

Compensation will be commensurate upon experience in a range of \$12-15/hour.

To apply for this position, please send a cover letter and resume to jobs@pacarts.org.