

Central Arts Alliance Executive Assistant

About Us

Central Arts Alliance (CAA) provides arts and culture opportunities for all through education, programming, and advocacy. CAA is governed by a Board of Directors and includes approximately 12 staff members, 100+ contractors/teaching artists, and serves over 3,100 students annually at two campus locations: Phoenix Center for the Arts in downtown Phoenix and Thunderbird Arts Center in north Phoenix, as well as throughout the state via the Arizona Art Mobile. CAA works to eliminate barriers to arts and cultural opportunities through accessible tuition pricing and reduced-fee programming to qualified individuals. We also strive to strengthen the Phoenix arts and culture community, while providing a home to multiple community arts and culture organizations.

Position Summary

Central Arts Alliance seeks an Executive Assistant to the Chief Executive Officer (CEO), a critical role that assists with administrative, finance, human resource, and organizational tasks that support the CEO in the management of the day to day operations of Central Arts Alliance and all its branches, including Phoenix Center for the Arts and Thunderbird Arts Center.

The primary responsibility of this position is to provide support to the CEO as directed to ensure that company goals and objectives are accomplished, and operations run efficiently. The ideal candidate will be able to manage a variety of tasks with a high level of efficiency and professionalism, balancing multiple responsibilities, while working closely with the CEO, and providing general support for the organization.

Candidates with strong organization and communication skills, human resources and accounting experience will be given preferential consideration.

Job Responsibilities

- Assists CEO with administration, communications, and presentations as needed
- Assist in writing and/or editing of documents, manuals, presentations, contracts, and correspondence for CEO
- Manage recruitment process of staff and interns – job posting, applicant tracking, scheduling interviews, corresponding with applicants
- Manage new hire process (pre-onboarding) and provide new employee onboarding, including orientation and training on office equipment, software, and CAA's policies and procedures
- Manage personnel related records, forms, and documentation
- Act as the HR Generalist for staff
- Process accounting statements, reports, invoices, and other financial documents
- Assist CEO/Payroll in processing biweekly payroll (payroll reports, approvals, and PTO requests)

- Assist with accounting documentation and accounts reconciliation
- Reconcile receipts and purchase orders for payment for staff and teaching artists
- Budget tracking assistance for programs and events/ projects/ grants
- Provide assistance with creation of contracts and agreements in organizational systems (DocHub, etc.)
- Maintain professionalism and strict confidentiality with all materials, and act as a representative for the CEO when interfacing with internal and external staff
- Provide general administrative support to the CEO

Qualifications

- Must be highly organized, detail-oriented, and self-motivated in order to prioritize a wide range of administrative and executive support related responsibilities in a deadline-driven, sometimes fast-paced and changing environment.
- Adept with learning and using technology (computers, office equipment, databases, software).
- Excellent English communication skills, oral and written.
- Knowledge of best practices in office operations and management, including human relations and records management.
- Ability to take initiative and make decisions independently when necessary or required.
- Familiar with rules and regulations pertaining to non-profit organizations.
- Proficiency in using Google Suite, QuickBooks, Adobe Acrobat DC, CRM's; DocuSign, Dashlane or similar software.
- Experience in basic accounting functions (accounts payable, accounts receivable, payroll, purchasing).
- Able to work independently with little supervision.
- Bachelor's degree preferred.

Pay & Benefits

Seniority Level: Executive Assistant

Salary Range: \$40,000-\$50,000 Full-Time depending on experience

- Medical, Dental, & Vision insurance
- Paid vacation and sick days
- 11 annual paid holidays

Instructions to apply:

Please submit a cover letter, resume, and three professional references via email to apply@phoenixcenterforthearts.org. No phone calls or third-party solicitations, please.

Application Deadline:

Open until filled

Employment Verification:

Central Arts Alliance will conduct a screening that may include work history, academic credentials and personal references. We will also complete a background check: this includes a criminal background check and verification of past work history, etc. Employment is contingent upon successful passing of all background checks.

Equity Statement:

Central Arts Alliance understands the broader meaning of equity as: Access to the resources needed to thrive such as education, employment, healthcare, food, clean water, housing, and arts & culture.

The board, staff, instructors, and volunteers are committed to equitable practices in everything we do. Our actions to strive for more equitable practices may include, but not be limited to:

- Listening to the needs of our vastly diverse community
- Aspiring to educate those who work with us, using tools such as readings, videos, etc.
- Addressing any inequitable behavior not in alignment with our core values

Core Values:

Arts and cultural education for all ages and stages of life.

Cultural diversity.

Respect for the individual, community, and environment.

Fiscal responsibility.

Accessibility:

Central Arts Alliance is committed to making programs accessible for all participants.