The Art Effect is hiring a temporary Program Assistant to support the Director of Programs, as well as to support program-related tasks within Development, and Communications departments. The Program Assistant’s roles and responsibilities entail the following:

**Administrative assistance**
- Program/course calendar management and Zoom link creation/coordination
- Labeling of program photos uploading of program photos into Oscar
- Inputting of stats into spreadsheets for supervisor review
- Creating internship descriptions and circulating among colleges/universities
- Managing administrative back end of interns (paperwork, Homebase)
- Answering phones, drafting emails, handling public inquiries as needed

**Program assistance**
- Creation of class rosters and forms checklists
- Data inputting of student into into spreadsheets
- Class start reminders and cancellation notices to parents/students
- Scheduling college visits/portfolio review sessions
- Supplies purchasing and budget spend-down tracking for specific programs/classes
- Program events assistance (Portfolio Day, Reel Exposure, Arts for Justice events)
- Handling morning registration tables for summer camps and programs

**Programmatic Communications Assistance**
- Review details and update course listings on website
- Attending weekly communicating meetings to advocate for program marketing needs

**Development Assistance**
- Gathering data for grant reports

**Compensation**
$15/hr (full time or part time available). The Program Assistant role has the potential to become a full time permanent position.