Work Study Job Description

Position: Office Assistant & Mural Coordinator Assistant

Reports to: Steven Maldonado, Outreach Coordinator

Summary:

Assist in programming and daily office administrative duties as well as provide support for our Community Mural Program and events.

Duties:

- Work out a timely and appropriate schedule with personnel
- Assist in art workshops and some afterschool programs for youth
- Assist in updating reporting and input for workshops
- Coordinate and help plan events for Art festivals, fundraisers, and art shows
- Set up and tear down equipment or supplies for mural work
- Establish communications with volunteers and community members
- Upkeep of mural records
- Filing and organizing office paperwork
- Other varying duties as needed

Qualifications

- Strong verbal and communication
- Bi-Lingual (Preferred)
- Knowledge of Microsoft Office programs
- Dependable transportation
- Photoshop skills (Preferred)
- Ability to work a flexible