



Administrative Assistant

Part-time, non-exempt, hourly position

16-20 hours per week, Occasional nights and weekends as needed

Reports to: Executive Director

Salary range: \$20-23 per hour

Benefits: Paid Sick Leave, Employee Discounts

Job Overview:

The Community Center of La Cañada Flintridge is seeking an Administrative Assistant to join our team.

Become a part of a historic non-profit organization providing artistic, recreational, and educational opportunities! The successful Administrative Assistant will bring the highest levels of customer service and a positive attitude to our team including vendor, community, and staff relations. This position is responsible for administration duties, programming support, bookkeeping, and customer service.

Responsibilities:

Administrative/Customer Service:

- Provide direct support of the Executive Director, Program Directors, Preschool Directors
- Assist Office Manager with incoming phone calls, emails, and daily communication
- Maintain positive working relationships with contractors, students, parents, staff, instructors, renters, and volunteers
- Assist with fundraisers including 5K Run on Thanksgiving morning

Programming Assistant:

- Assist participants with program registration and curriculum questions
- Process registrations, transfers, refunds and cancellations
- Assist with special event planning and set up/tear down
- Provide data entry in multiple platforms including Club Automation
- Maintain binder of flyers for all current programming
- Provide class rosters for instructors
- Maintain thorough knowledge of programming

Accounting:

- Provide direct support to the staff accountant
- Assist with data entry in QuickBooks
- Assist with preparing instructor paychecks



Operations:

- Open and close center, as needed
- Assist in maintaining office and kitchen tidiness

Minimum Qualifications

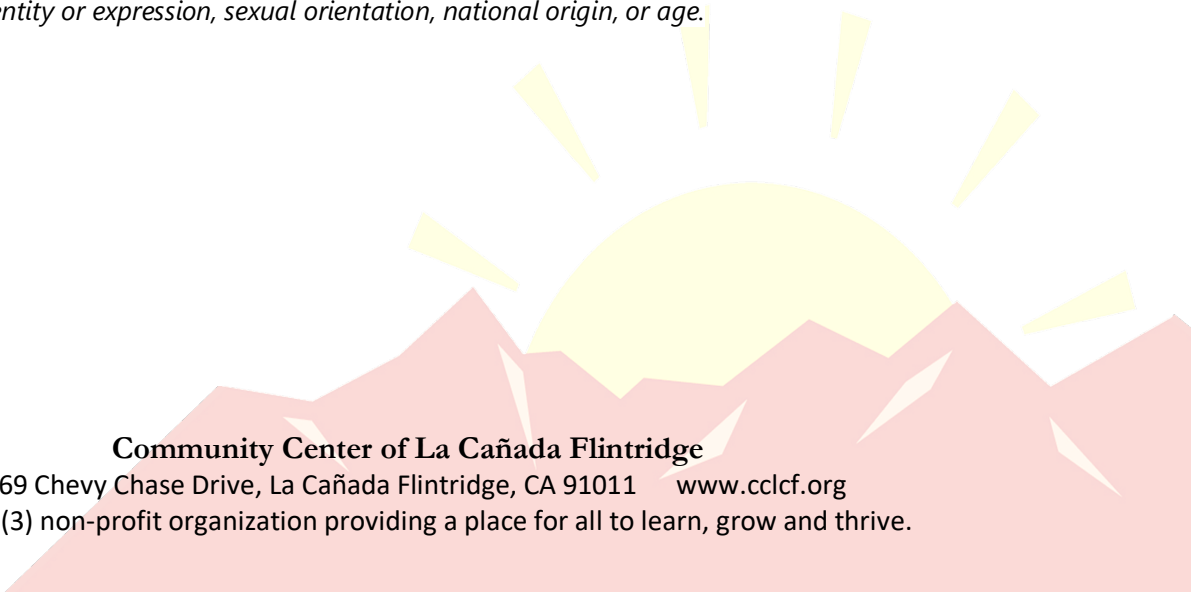
- Administrative experience: 2 years
- Bookkeeping experience: 1 years
- Customer service experience: 2 years
- Excellent skills in Microsoft Office and QuickBooks
- Team oriented and self-motivated
- Excellent written and verbal communication skills
- Exceptional customer service, engagement, and interpersonal skills
- Works well with limited supervision and has excellent organizational and time management skills.
- Able to learn new processes, set goals, and prioritize tasks.
- Flexibility to occasionally work evenings and weekends, as needed, including Thanksgiving morning.

Mandatory Requirements

- Employment eligibility verification
- Applicant must pass a background check

To apply, please submit a cover letter and resume to jobs@cclcf.org. No phone calls or walk-ins please.

The Community Center of La Cañada Flintridge is a non-profit 501(c)(3) organization that has a 60-year history of community service for educational, cultural, and recreational programs for all ages. CCLCF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, or age.



Community Center of La Cañada Flintridge
4469 Chevy Chase Drive, La Cañada Flintridge, CA 91011 www.cclcf.org
A 501(c)(3) non-profit organization providing a place for all to learn, grow and thrive.