



Clerical Assistant

Mission

Since 1985, Playwrights Project has been advancing literacy, creativity, and communication by inspiring individuals to voice their stories through playwriting programs and theatre productions. Programs include playwriting programs in schools and disenfranchised communities (such as those impacted by foster care, immigration, military, incarceration, and recovery), training programs for educators, a statewide playwriting contest for youth, culminating in the annual festival of *Plays by Young Writers* produced at a professional theatre in San Diego (Old Globe).

Position

Playwrights Project seeks a Clerical Assistant to work part-time (20 hrs/wk) in a creative and intellectually stimulating environment. The position reports directly to the Managing Director and is responsible for bookkeeping, data entry, and provides administrative support for all areas of the organization (including financial, fundraising and programs).

Responsibilities

- * Bookkeeping: prepares contracts\invoices, compiles spreadsheets, and compiles timecards
- * Data entry: updates mailing lists on databases (Donor Perfect and Constant Contact), tracks participation statistics (Word & Excel), and enters evaluation data (Excel)
- * Administrative support: assists with mailings, updates and copies documents and reports for meetings, maintains RSVPs
- * Fundraising support: assists with preparing schedules for grant requests and reports
- * Programmatic support: scanning scripts, copying and organizing program materials, tracking of contest entries, assisting with front of house activities at performances, possibly videotaping of teaching sessions and performances

Requirements

- * Must be extremely organized and detail oriented.
- * Must be an excellent communicator; able to work independently, as well as with others.
- * Must be forward looking and eager to jump in and help. A strong work ethic is a must.
- * Must be technically astute.
 - Computer proficiency in the following programs is required: Microsoft Excel, Word, Outlook, and the Internet.
 - Familiarity with the following is preferred: Quickbooks, Donor Perfect, Constant Contact, Dreamweaver.

Wages

Pay Scale: \$12.00-\$12.50/hour.

To Apply

Submit resume and letter of interest to write@playwrightsproject.org. Include "Clerical Assistant" in subject line. Seeking immediate hire; position open until filled.