



Administrative Assistant

Mission

Since 1985, Playwrights Project has been empowering people of all ages and backgrounds to voice stories through theatre, inspiring individual growth and meaningful community connections. Programs include playwriting programs in schools and disenfranchised communities (primarily system involved youth and adults), a statewide playwriting contest for youth, community performances, and professional productions: *Plays by Young Writers* (winning scripts from the contest) and *Mosaic* (plays by adults in our community programs).

Position

Playwrights Project seeks an Administrative Assistant to work full-time (40 hrs/wk, in office) in a fast paced and intellectually stimulating environment. The position is responsible for support of general office tasks, bookkeeping, assisting with social media, ticket sales, and clerical support for all areas of the organization (including fundraising, marketing, and programs).

Responsibilities

- * General office: answers phones, sorts and routes emails and mail, maintains master calendar, assists with maintaining office equipment and supplies, copies, files, assists with mailings, prepares documents for meetings, schedules meetings, maintains RSVPs, takes meeting minutes
- * Data entry: updates general mailing list on databases (Donor Perfect and Constant Contact), tracks participation statistics and enters evaluation data (Excel)
- * Bookkeeping: writes checks, makes deposits (Quickbooks), process timesheets, reports (Excel)
- * Tracks ticket sales for performances and compiles reservation lists and reports
- * Fundraising support: assists with culling data for reports and helps with special events
- * Marketing support: assists with the distribution of postcards and press releases, organizes press clippings and online media, and updates social media (e'blasts, FB\IG\Twitter, blog, website)
- * Programmatic support: organizes intake of contest entries, assists with front of house activities at performances, copies handouts/resources for programs, scans and tracks participant writing

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.
- * Knowledge of general office practices
- * Must be technically astute and comfortable with social media. Computer proficiency in the following programs is required: Microsoft Excel, Word, Outlook, and Google Suite. Familiarity with the following is preferred: Quickbooks, Donor Perfect, Constant Contact, Dreamweaver.
- * Due to the hands-on nature of this role, the Administrative Assistant will need to work in-person at our office in Kearny Mesa, where we implement social distancing procedures.

Wages

Pay Scale: \$18-\$20/hour.

To Apply

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