Administrative Assistant (Part-Time)

Position Overview

The Administrative Assistant provides essential organizational support to the Director of Operations and the staff team, ensuring the smooth functioning of daily operations at the Mariposa County Arts Council. This role assists with administrative tasks, basic human resources processes, accounting support, and community relations, including timely communications with members, donors, and sponsors.

This position is ideal for a detail-oriented individual who enjoys working behind the scenes and is committed to accuracy, organization, strong communication, and excellent customer service.

This is a part-time, non-exempt role working 20 hours per week, primarily on-site in Mariposa with occasional off-site tasks depending on program needs.

Reporting Structure

Reports directly to the Director of Operations and works closely with all staff to support general program and organizational needs.

Key Responsibilities

Operations & Administration

- Provide general office support, including answering phones, responding to inquiries, managing mail, and maintaining supply inventory.
- Assist with scheduling, filing, data entry, and record-keeping.
- Support the implementation and maintenance of organizational policies and procedures.
- Assist with logistics for board meetings, including preparing packets and taking notes if requested.

Human Resources Support

- Assist with new hire paperwork, onboarding processes, and maintaining employee records.

- Track staff timesheets and leave requests.
- Support compliance with employment and personnel policies.

Accounting Support

- Process invoices, receipts, and reimbursements.
- Support accounting data entry, record-keeping, and financial transaction reconciliation.
- Prepare acknowledgment letters and tax receipts for donations, memberships, and sponsorships.

Community Relations

- Draft and send thank-you letters and acknowledgements to members, donors, and sponsors.
- Maintain accurate member and donor databases, including contact information and giving histories.
- Support membership renewal reminders and other basic fundraising communications.

Team Support

- Provide general administrative support for programs, community initiatives, and events.
- Collaborate with staff to ensure smooth office operations and positive constituent experiences.

Qualifications

Required

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a small team environment.
- Competence with typical office software applications (e.g., Word, Excel, Google Workspace, etc.).
- Ability to manage multiple tasks and meet deadlines.

Preferred

- Experience working in administrative or nonprofit settings.
- Familiarity with donor management systems or customer relationship databases.
- Interest in arts education, community programs, or nonprofit administration.

Position Details

- **Status:** Non-exempt
- **Start Date:** January 2025 (flexible)
- **Schedule:** 20 hours/week
- **Location:** On-site in Mariposa, CA (with some off-site work depending on program needs)
- **Compensation:** $21–23/hour

To Apply

Send a cover letter and resume to Alicia Rodriguez at rodriguez@mariposaartscouncil.org by December 5, 2025. Please include “Administrative Assistant” in the subject line.

About the Mariposa County Arts Council

The Mariposa County Arts Council, Inc. serves as Mariposa County’s local arts agency and designated State Local Partner to the California Arts Council. Our work supports the cultural, social, ecological, and economic vitality of the community through:

- Production and presentation of artistic and cultural programming
- Rigorous and relevant arts learning (pre-K through adult education and creative aging)
- Creative placemaking and community-engaged cultural development
- Local, regional, and statewide partnerships and collaborations
- Advocacy at the local, state, and national levels
- Support for artists, cultural organizations, and creative initiatives
- Economic development through arts industries and creative placemaking

Mission Statement

The Arts Council is a nonprofit organization created to promote and support all forms of the cultural arts, for all ages, throughout Mariposa County.

The Mariposa County Arts Council is an equal opportunity employer. We do not discriminate based on race, religion, creed, color, national origin, ancestry, ability, medical condition, genetic information, marital status (including pregnancy and related medical conditions), gender identity or expression, age, sexual orientation, veteran or military status, or any other characteristic protected by law. Our policies affirm our commitment to fair employment practices and the elimination of discrimination.