



Program Assistant

Part-time

Position Summary

The St. Johns Cultural Council (SJCC) is seeking a part-time Program Assistant, reporting to the Executive Director. This position provides administrative support that includes responding to phone and email inquiries, assisting with grant writing and management, and developing newsletter content. This position assists with all aspects of SJCC's local arts agency programming, including management of The Waterworks community center.

SJCC has a small staff; the Program Assistant will be expected to work collaboratively on a wide variety of tasks. This position will assist with general administrative and reception duties (photocopying, scanning, answering phones, preparing mailings, etc.). Responsibilities include:

- Daily communication with artists, cultural organizations, and members of the public
- Responding to inquiries about use of The Waterworks and SJCC programs
- Support for SJCC and other events, including planning, set-up, and staffing the events
- Regular availability on evenings and weekends
- Database management
- Other duties as assigned

SJCC seeks a candidate who will be an active participant in working towards our goals of equity, access, and inclusion.

Qualifications

- 1-2 years of administrative experience
- Demonstrated interest or background in arts, culture and heritage
- Strong writing and editing / proof-reading skills
- Effective communicator with good interpersonal skills
- Self-motivated with strong time management skills
- Must value completing work with attention to detail
- Comfortable working both independently and collaborating with team members as required
- Ability to maintain focus in an open-office environment
- Familiar with Microsoft Office
- Experience with Facebook, Instagram, Adobe Photoshop and InDesign is preferred
- Working artists are encouraged to apply

Compensation

The position is part-time, 10-20 hours per week. Compensation range is \$15 - \$20 per hour, commensurate with experience. This part-time position does not include employee benefits but may include some paid holidays and vacation, depending upon agreed work schedule.

Hours and Location

This position is based at SJCC's office in St. Augustine, Florida. SJCC's published office hours are 10 am to 5:00 pm Tuesday through Thursday and 10 am to 3:00 pm on Friday. Our facility is a community event space, with frequent evening and weekend hours. In addition, our staff attends and staffs occasional off-site events. A willingness and ability to work at weekday evening and Saturday and Sunday events is required.

Equal Opportunity Employment

This position requires remaining stationary and using a computer for prolonged periods of time. It also requires lifting and moving items that may weigh up to fifty pounds. The noise level in the work environment is usually moderate. SJCC is committed to providing reasonable accommodations that enable people with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by others. If you are contacted for an interview and would like to request an accommodation for that date, please send an email to admin@historiccoastculture.com.

SJCC is an equal opportunity employer, and does not discriminate on the basis of race, ethnicity, religion, creed, sexual identity, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability or any other criterion specified by federal, state, or local laws, in the administration of its employment policy.

To Apply

Please email cover letter and resume, with the subject line "Program Assistant" to admin@historiccoastculture.com.

This position is open until filled, but preference will be given to candidates who apply on or before February 24, 2023. We regret we are unable to respond individually to each applicant. We are only able to respond to candidates being considered for interviews.