

Job Title: Program Assistant

Full/ Part-time: Part time, 16 hrs

Salary Plan: Hourly

Hiring Salary/Salary Range: \$15/ hr

POSITION SUMMARY:

The Program Assistant is an integral part of Arts4All Florida and assists with many of the different statewide programs as well as general office management.

Office Management:

- Oversees all mail and shipping of materials and artwork
- Oversees office supplies and store room
- Inputs data into the program database and creates spreadsheets
- Prints and coordinates materials and paperwork for workshops/festivals/presentations
- Sends information on programs out to a variety of constituents
- Captions videos for Arts4All Florida's YouTube channel
- Assists other staff as needed

Programs:

- Ensures all information is up-to-date and accurate in the teaching artist registry and screens potential new teaching artists
- Contacts program participants for information, forms, submissions, and payments
- Contacts teachers and parents for selected Student of the Month information
- Assists with transporting art to local shows and installing exhibitions
- Assists with coordinating adult community art classes
- Assists with locating, gaining approval, and posting social media content for the Artist Resources and At-Home Art Activities Facebook groups
- Assists at in-person events and festivals as needed

Arts4All Florida provides, supports and champions arts education and cultural experiences for and by people with disabilities. A private not-for-profit organization, Arts4All Florida conducts art education programs in schools, Department of Juvenile Justice facilities, and community centers; promotes the accomplishments of artists with disabilities through our artist registry, exhibitions, and performances; and increases access to the arts through professional development workshops. Arts4All Florida is headquartered in the College of Education at the University of South Florida. For more information on Arts4All Florida, please visit www.arts4allflorida.org.

Minimum Qualification Requirements

- This position requires a high school diploma, or equivalent, with one year of general office experience
- Must be able to lift 25 lbs, stand and bend
- This position will require at least one day/week in the office at the University of South Florida- Tampa campus
- Includes minimal weekend work (4-6 weekend days/year)
- Includes limited travel. Must have reliable transportation.

Preferred Qualifications

At least 2 years experience working in a nonprofit organization or arts organization

TO APPLY

Please send your resume and cover letter to Jennifer Sabo at jsabo@usf.edu with the subject line "Program Assistant Application".