Join Our Team as the Executive Assistant at ICA San Diego!

Are you an organized and detail-oriented professional looking for an opportunity to contribute to the success of a vibrant arts organization? ICA San Diego invites you to join us as an Executive Assistant, providing essential administrative support to our Executive Director. This full-time, non-exempt position is vital for ensuring the smooth operation of daily activities and the efficient management of the Executive Director's schedule and communications.

Position Summary

As an Executive Assistant at ICA San Diego, you will play a crucial role in enhancing the productivity of our Executive Director. You will manage communications, schedule meetings, build and oversee a comprehensive to-do list, and ensure all tasks are prioritized and deadlines are met. Additionally, you will enter meeting and communication details into Salesforce, prepare materials for meetings, arrange travel accommodations, and provide support for special projects.

Key Responsibilities

- Assist in replying to emails, calls, and other communications on behalf of the Executive Director.
- Manage the Executive Director's calendar, scheduling meetings, appointments, and events.
- Build and manage a comprehensive to-do list, ensuring tasks are prioritized and deadlines are met.
- Enter meeting and communication details into the ICA database, maintaining accurate records.
- Prepare materials and locations for meetings, take minutes, and follow up on action items.
- Arrange travel accommodations and itineraries.
- Perform general office duties, including filing, photocopying, scanning, and maintaining supplies.
- Provide administrative support for special projects and initiatives as assigned.

Qualifications

We are seeking someone with proficiency in Google Suite, Microsoft Office Suite, Asana, or similar software. Excellent written and verbal communication skills, strong organizational and time management skills, and the ability to work independently and as part of a team are essential. Attention to detail and problem-solving skills are also critical.

Preferred:

- Familiarity with arts and culture non-profit organizations.
- Bilingual in Spanish and English.

Education and Experience

A minimum of two years of experience in an administrative or executive assistant role is required. Additional certifications in office administration or project management are preferred.

Work Environment

The Executive Assistant will primarily work in an open office environment at both our Central and North locations, with the opportunity to occasionally work remotely. Some off-site work will be required for meetings, meals, and networking opportunities. Repetitive motion and lengthy periods at a computer will be necessary. ICA San Diego is committed to accessibility and will provide reasonable accommodations to all qualified individuals.

Compensation

The hourly rate for this position is between $21 - $23, commensurate with experience. A typical shift is 8 hours, weekdays between 9 AM and 5 PM, with some weekends and evenings as needed. Benefits include $450 monthly toward medical insurance premiums, 120 hours paid time off for the first year, ten paid holidays per calendar year, staff appreciation days, discounts at select Balboa Park restaurants and shops, and free admission to member museums.

Inclusion

At ICA San Diego, we are committed to fostering an inclusive, diverse, and accessible environment. We value the unique contributions of individuals from all backgrounds and do not discriminate based on race/ethnicity, age, disability, sexual orientation, gender identity, socioeconomic status, geography, citizenship status, religion, or any other protected class. We believe that collaboration and understanding thrive when cultures and communities come together. If you require accommodations, please let us know when completing your application.

How to Apply

If you are an organized, detail-oriented professional looking to contribute to a dynamic arts organization, we invite you to apply by filling out this Google Form.