



Please submit your resume and a cover letter (optional) to [hr@paintedbrain.org](mailto:hr@paintedbrain.org) with the subject line:  
Administrative Assistant Inquiry.

## **Administrative Assistant**

**Job Classification:** Part-Time (Non-Exempt)

**Supervisor:** Co-Executive Director

**Hours:** Up to 15 hours per week

**Pay Range:** \$18 - 22 per hour

**Last Revision Date:** 1/2024

### **Organization Background:**

The mission of Painted Brain is to create lasting community-based solutions to mental health challenges and the impact of social injustice through arts, advocacy, and enterprise. Painted Brain is an innovative peer-run mental health arts and tech forward organization that uses a peer model focus on recovery. Painted Brain defines a peer as any person with lived mental health challenges and or trauma including but not limited to: social injustice, interpersonal violence, and/or societal exclusion. Our primary focus over the years has always been using the arts to help people learn to interact socially and effectively while experiencing the impacts of trauma, psychosis, depression, autism, anxiety, and other unwanted mental experiences.

### **Summary:**

Under the direction of the Co-Executive Director, the Admin Assistant will assist with administrative tasks such as scheduling meetings, organizing the Co-Executive Director's Google Calendar, responding to emails and phone calls. The Admin Assistant will also be responsible for coordinating the communication of program status to the executive team, documenting important program information, as well as review and keeping timesheets.

### **Essential Duties/Responsibilities/Functions**

- Schedule and organize meetings on Google calendar, including sending reminders and preparing meeting agendas.
- Writing and editing emails, drafting memos, and preparing communications on the executive's behalf.
- Organize and follow up on email correspondence.
- Return and answer phone calls on the executive's behalf.
- Maintaining comprehensive and accurate documentation/notes, including keeping receipts, and organizing electronic files.
- Review & Complete Timesheets.
- Follow Up with program leads on program status and relay information to the Co-Executive Director.
- Creating or completing surveys and spreadsheets.
- Regular and predictable attendance is required.
- Employees may be asked to perform other duties as assigned.

**Other Duties/Responsibilities/Functions**

- Support coordination of travel arrangements.
- Performing minor accounting duties.
- Mailing documents or other materials.
- This position may require occasional travel to various locations within LA County/CA.
- This position may require working some evenings and weekends occasionally.

**Supervisory Responsibilities**

None

**Minimum Qualifications**

- High School Diploma or equivalent.
- At least one year of experience in an administrative or executive assistant role.

**Other Knowledge, Skills, and Abilities Required**

- Exceptional organizational skills.
- High attention to detail.
- Able to manage multiple demands at once and in a timely manner.
- Excellent writing and oral communication skills.
- Proficient knowledge of Microsoft & Google Suite software, such as Google Drive, Microsoft Word, Excel, and other features.
- Good problem-solving and decision making skills.
- Strong interpersonal skills and ability to relate to staff from a variety of cultures, languages and educational backgrounds.
- Have access to reliable transportation.

The requirements above are representative of the knowledge, skills, and/or abilities required for successful performance of the essential duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Environmental Conditions (Working Conditions)**

The working conditions for this position are temporarily hybrid. This means working either remotely or in an office environment which may involve travel to community spaces outside the office. Transportation is not to be provided by Painted Brain.

**Physical Requirements**

The physical demands here represent those that an employee must meet to perform the essential functions of this job successfully. The employee is occasionally required to stand, walk, twist, bend, squat, kneel and lift and carry items weighing 10 pounds or less as well as to frequently sit. The position requires the ability to hear regularly and talk and requires manual deviation, repetition, dexterity, and occasional driving for up to 120 minutes in a day when needed. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and functions. The inability to cope with a stressful work environment does not constitute a protected disability.

**Mental Requirements**

The incumbent in this position must be able to accommodate all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules, processing information, and handling stress. There may be exposure to inappropriate behavior and/or the language of those being served at times.

*Painted Brain is an Equal Opportunity/Affirmative Action Employer*

*All opportunities at Painted Brain are contingent upon the successful completion of a criminal background check and verification of any applicable degree or license. If the position requires driving, a valid driver's license, a motor vehicle clearance, and proof of auto insurance are required at the time of employment and must be maintained throughout employment.*