



ALLIANCE for CALIFORNIA TRADITIONAL ARTS

JOB DESCRIPTION

Job Title: IT/Administrative Specialist
Reports To: Financial Management Consultant (interim 6 months) / Executive Director
Status: Non-Exempt, Full-time
Location: Hybrid Remote, based out of Fresno office (minimum 3-days per week in office + hybrid remote work)
Posted: June 28, 2023. Open until filled.
Pay Range: \$26.68-\$35.34 per hour dependent on experience (equivalent of \$55,500-\$73,500 per year)

THE ORGANIZATION

The Alliance for California Traditional Arts (ACTA) supports the health, vibrancy, and evolution of the State's diverse cultural traditions through advocacy, public programs, grant making, and connections for folk and traditional artists. Recognized for its culturally competent leadership, intellectual capital, and excellence in program administration, ACTA was founded in 1997 by an alliance of traditional artists, cultural workers, and arts administrators. Since then, ACTA has grown into a \$5+ million, statewide organization headquartered in Fresno, with field offices in Los Angeles and San Francisco and remote staff located in various parts of the state.

JOB SUMMARY

The IT/Administrative Specialist plays an essential role across ACTA's statewide operations. This blended position improves and maintains the organization's IT systems, provides technical support for users, and provides specialized administrative and operations support. This role will facilitate bringing ACTA's administrative systems into the 21st century and moving the organization toward an entirely digital administrative operation.

JOB DUTIES

- Serves as the liaison with outside IT services providers
- Facilitates needs assessment and makes recommendations for new technology, consolidation, and improvements, in consultation with outside consultants and staff
- Supports staff in the development, integration, and use of the organization's IT systems and software platforms
- Develops IT policies and procedures
- Facilitates one-on-one and group trainings
- Serves as the liaison with outside technology consultants and software platforms, e.g. Submittable, Salesforce, etc.
- Maintains inventory of hardware and software

- Serves as the primary administrator of Salesforce database, ensures staff compliance with data population, identifies needs/solutions for additional data collection and tracking modules, and updates data on an ongoing basis
- Organizes and maintains all digital and physical administrative files and trains staff in systems
- Implements document retention and destruction policy
- Conducts onboarding IT setup for new employees
- Responsible for receiving, logging, and delivering mail and digital correspondence to appropriate parties
- Coordinates the telecommunications systems of the organization
- Acts as first point of contact for incoming calls and inquiries
- Customizes and operates software platforms used in ACTA contracting and grantmaking, including Salesforce, Submittable, DocuSign, and Constant Contact
- Liaises with facilities management, including leasers, janitorial, etc. of ACTA's three offices
- Other duties as assigned

SKILLS, QUALIFICATIONS, AND ATTRIBUTES NEEDED

- Bachelor's Degree in a relevant or allied field or the equivalent in year-by-year experience
- Minimum of two years of relevant work experience
- Fluency in Apple and PC products and software, as well as cloud-based programs and platforms
- Experience training staff on how to use and implement new digital platforms
- Demonstrate a commitment to racial and cultural equity, social justice, and ACTA's mission
- Experience with stewarding maintenance for websites, digital platforms, software, and hardware
- Effective communication skills
- Ability to balance competing priorities
- Excellent problem solving and information management skills
- Working knowledge of software including Google Workspace, Office 365, DropBox, SalesForce, DocuSign, Submittable, SurveyMonkey, and Adobe Suite
- Experience in project management platforms preferred.

EQUAL EMPLOYMENT OPPORTUNITY

ACTA is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

PAY RANGE

The pay range for this position will be dependent on experience. ACTA's pay rates are benchmarked to Fair Pay California Nonprofits. ACTA's range for this position is **\$26.68 - 35.34 per hour** depending on experience (equivalent to \$55,500-\$73,500 per year). Excellent benefits

are provided including medical, dental, FSA plan, life insurance, 403(b) retirement contribution, and paid sick days, vacation, and holidays.

TO APPLY

Send a letter of interest outlining the skills and experience that make you a good candidate; your resume; and the names, addresses, and telephone numbers of three references to: jobs@actaonline.org. Reference IT/Administrative Specialist in the subject line.

Please indicate your earliest availability to begin work and if we need to keep your application confidential.

DEADLINE

This position will remain open until filled. **Applicants will be reviewed as received beginning July 19, 2023.**