



Job Description

Program Support Specialist (Part-Time)

Department: Administration

Reports to: Development Coordinator

FLSA Status: Non-exempt

Work Location: James Island Arts & Cultural Center

Summary: The Program Support Specialist will assist in promoting the work and program of the James Island Arts & Cultural Center. This position requires a creative individual who is able to work independently and under the direction of the Development Coordinator on various projects and events. This position requires an individual with a positive attitude and an interest in the Arts. Specific job duties for this position may change from day-to-day depending on the program needs and must have the ability to be flexible in order to plan and prioritize task for this essential position.

Primary Responsibilities:

- Answers telephone and route calls to appropriate staff
- Provide secretarial/clerical support
- Take messages and disseminate them by voice mail, email, or by hand if appropriate
- Ability to establish and maintain an effective working relationship with members of Town Council, Boards, Staff, and General Public
- Assist with event planning and coordination with teachers, artists, scheduling classes/events
- Order Supplies
- Assisting the Development Coordinator on other essential tasks to promote the vision of the James Island Arts & Cultural Center

Education and Training:

Position requires a High School Diploma (or GED) supplemented with at least two (2) years of additional training in office management .

Knowledge and Skills: Computer literate and proficient in Microsoft office applications; excellent oral and written communication skills, type at least 45-50 corrected words per minute.

Work Location and Hours: James Island Arts & Cultural Center, 1248 Camp Road, James Island, SC 29412. The work schedule for this position will include Saturdays, some evenings and other days of the week as needed, for a total of 24 hours per week at a competitive pay rate. Workdays and times may change temporarily dependent upon the needs of the Center.

Safety and Physical Demands:

This position may be required to lift up to 10 pounds or less; standing, bending, stooping, sitting required.

Staff are expected to act in a safe manner at all times and ensure that those around them do not put themselves or others at risk.

Safety is everyone's responsibility. At all times working safely is a condition of employment.