



Administrative Specialist II (Temporary)

Arts Division

\$25.62—\$32.73 (hourly)

On-Call, As-Needed

Join the team that puts the “Creative” in Creative City!

This position will be providing support to the Arts Division through program and event coordination and administrative projects. The Administrative Specialist II will work with artists, organizations and City staff on various Arts programs and projects, including: WeHo Reads, Social Media Postings (Facebook, Twitter, Instagram), Holiday Program, Little Free Library, Sunset Strip Golden Anniversary, Transgender Arts Initiative, WHAP! Speaker Series, and Urban Art.

Job Summary: Performs administrative and clerical functions of routine difficulty in support of office/department staff, including: heavy data entry; setting up files and maintaining same; processing mail; composing and sending letters to customers/clients; typing contracts, reports, purchase orders, etc.; providing customer service; distributing and/or processing forms, applications, etc., and assisting visitors in completion of same; and photocopying. May perform or serve as backup for the receptionist functions.

The **ideal** candidate is able to function efficiently and effectively in a fast-paced, hands-on work environment. Flexible and able to work with diverse constituencies. Strong communication and interpersonal skills. Experience with event and program planning and coordination. Social media and arts administration/background is desired.

Requirements: High School diploma or GED and two (2) to three (3) years of related experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

- Must have a flexible schedule
- Available for weekend/evening shifts, including on-call work on an as-needed basis

Selection process: A skills assessment exam may be administered during the selection process.

Applications are due August 15, 2016 @ 5:00pm

Applicants must submit a City job application.

To apply and view additional job information please visit www.weho.org/services/employment. AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org