



<https://sparcinla.org/job/administrative-assistant/>

Administrative Assistant

Description

The Social and Public Art Resource Center (SPARC) in Venice, CA seeks an Administrative Assistant to help organize and coordinate front office functions and help with the Duran Gallery and SPARC Gift Shop and Mural Shield sales. Responsibilities include supporting the Executive Asst. to CEO, COO, Executive Office Administrator, Accounting, Development and Facility Maintenance functions. The successful Administrative Assistant has experience with front office procedures, enjoys wearing multiple hats. The individual should be well-organized, detail oriented and flexible enough to accommodate changing priorities.

Responsibilities

Responsibilities include, but are not limited to, the following:

- Responsible for front office functions such as, mail, fielding inquiries via phone, email and in-person, and maintaining and ordering supplies.
- Responsible for management of the telephone system
- Provide scheduling and calendar management support
- Responsible for the organization and management of the key and security systems
- Responsible for the smooth functioning of the Duron Gallery with gallery curator, including staffing Saturday's hours (1pm - 5pm) and occasional exhibition and special event openings.
- Responsible for the smooth functioning of the SPARC Gift Shop, including maintaining inventory, maintaining the online sales application, in-person sales, and fulfilling online purchases.
- Responsible for the customer service aspect of MuralShield and shop sales, including providing Shopify support.
- Provide support to accounting, including handling of Accounts Receivables, credit card reconciliations, and reconciliation of several subsidiary ledgers.
- Provide clerical support to the Human Resources function, including maintaining personnel files, onboarding staff, verifying timecards, and assist managing employee benefits.
- Provide support for managing volunteers and interns.
- Coordinate housekeeping and weekly maintenance activities.
- Responsible for the smooth running of special events.
- Design and implement filing systems, both electronic and hard copy

Qualifications

This is a part time position. Regular working hours are 10:00 a.m. - 6:30 pm Monday and Tuesday, and 1:00 p.m. - 5:00 p.m. on Saturdays. Some weekends and evenings may be required. Must be available to attend on-location at SPARC's offices in Venice, CA.

Qualifications:

- 3+ years of Office Management experience
- Strong organizational and problem-solving skills and attention to detail
- Ability to work collaboratively and communicate effectively with colleagues in a

Hiring organization

SPARC

Employment Type

Part-time

Job Location

Venice

Working Hours

Part-time (Non-exempt)

Base Salary

\$ 23 - \$ 25

Date posted

May 25, 2026

diverse environment

- Ability to work in a fast-paced and creative environment
- Ability to think on your feet and juggle multiple priorities
- Strong computer skills, including proficiency in Mac Operating Systems, Microsoft Office Suite, and Google Suite
- Proficiency in accounting and e-commerce software (e.g., Quickbooks, Shopify) preferred
- Bilingual candidates (English/Spanish) preferred
- Experience in the nonprofit sector is a plus

Salary Range: \$23.00 – \$25.00 per hour

Contacts

Please submit a cover letter and resume to **nigrita@sparcinla.org**