



# GRACE BRETHREN SCHOOLS

## JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT TO THE FINE ARTS DIRECTOR

INFORMATION			
Job Title:	Administrative Assistant to the Fine Arts Director	Wkly. Hrs./Weeks:	40/52
		Pay Grade:	
Department:	Fine Arts	Classification	
Reports To:	Fine Arts Director	Effective Date:	

SUMMARY
The Administrative Assistant to the Fine Arts Director assists the Fine Arts in promoting an appreciation of a Christian environment, discipleship through co-curricular arts. The Assistant to the Fine Arts Director assists in day to day operations, providing leadership and guidance to maintain a God glorifying arts program in accordance to the vision, mission and purpose of Grace Brethren Schools.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"><li>• Work closely with students, parents, staff and administration of GBS.</li><li>• Work closely with the arts director and a multitude of directors regarding schedules, spirit packs, and billing.</li><li>• Communicate effectively with all members of the school and community.</li><li>• Ensure that all arts activities conform to copyright guidelines.</li><li>• Assist in the preparation and execution of Fine Arts Department programs and events.</li><li>• Work with local entities regarding facility rentals.</li><li>• Manage the Fine Arts Department budget.</li><li>• Support the value of education.</li><li>• Run box office and online ticket sales working with parents, booster club, etc.</li><li>• React to change productively and handle other tasks as assigned.</li></ul>

COMPETENCIES
<ul style="list-style-type: none"><li>• Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in diverse settings, both on campus and in the community.</li><li>• Ability to organize workflow and coordinate activities.</li><li>• Ability to demonstrate effective communication skills both orally and written.</li><li>• Ability to commit to the highest ethical standards.</li><li>• Ability to participate in evening and weekend commitments as necessary.</li><li>• Ability to think creatively in partnering with the director.</li></ul>

QUALIFICATIONS
<ul style="list-style-type: none"><li>• Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities</li><li>• Functioning member of a local church</li><li>• Education: Bachelor's degree preferred</li><li>• Experience: Preferred</li><li>• Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &amp;/or community members of diverse academic, socio-economic, cultural, &amp; ethnic backgrounds</li></ul>

- Effective computer proficiency
- Competent, professional and personable
- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

### WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required
- Travel: Some travel may be involved including overnight stays

### ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

### APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

**Office of Administration, Human Resources**  
**2762 Avenida Simi • Simi Valley, California • 93065**  
[hr@gracebrethren.com](mailto:hr@gracebrethren.com) 805.522.4605

Selection Process: All applications will be reviewed by the Human Resources department. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.