



The 418 Project Employment Opportunity

The 418 Project builds community, ignites creative expression, inspires collaboration and nurtures personal and artistic growth through dance and movement art in Santa Cruz County.

The 418 Project team is growing and we have an exciting staff position open to just the right individual: We are looking for an enthusiastic and skilled Finance and Operations Coordinator to thrive in our collaborative, transformative work environment.

FINANCE & OPERATIONS COORDINATOR

The **Finance & Operations Coordinator** is a part-time position, approximately **15 hours/week** at **\$16/hour**.

This is the “Tender of the Flame” of the organization, the person who provides structure and balance in a fluid and creative environment, a self-starter who thrives while developing and administering functional systems such as databases and donor correspondence.

Bookkeeping experience is a requirement. You will receive Quickbooks on-the-job training if you do not already know the software. Rudimentary knowledge of double entry bookkeeping is a big plus, but not necessary if you are the right person for the position.

Job Description: The Finance & operations Coordinator creates and maintains stable and effective financial and operational systems that enable the organization to grow sustainably.

Finances

- Prepares and makes deposits
- Writes Checks
- Enters receipts
- Ensures that all classes have been recorded and paid
- Reconciles bank accounts
- Creates statements

Office Management

- Maintains office supplies
- Monitors resources: incident reports, monitor class fee envelopes, event notices, posters/flyers
- Maintains files
- Communicates with Executive Director, CDC, India Joze, facilitators, and users as needed regarding payments and fees, etc.
- Maintains donations

- Checks email and phone messages regularly
- Organizes office and related systems

Fundraising, Donors, and Giving Drive

- Collects donor information and assists with donations
- Creates and executes organizational system to maintain donors, donations, and gifts
- Responsible for managing existing info, maintaining donor list, and updating as necessary
- Organizes Giving Drive, and uses platforms to maintain donor data (MailChimp, PayPal, SurveyMonkey)

Assists with Capital Campaign

- Coordinates with ED, CDC, Board, and community members as needed

Personal Qualities:

- Enjoys dealing with creative types
- Comfortable with financial reports
- Accurate eye for detail
- Takes direction well and is able to work independently
- Flexible, adaptable
- Loves working with numbers, and feels satisfaction when “the books are balanced”
- Able to gracefully and effectively communicate with people from many different walks of life: donors, teachers, board members, artists

Most of All:

- Behavior reflects high integrity and reflects The 418 Project’s mission, vision, and values
- Creates safety and builds community

To Apply: Please submit a Cover Letter and Resume to thefoureighteenproject@gmail.com. Incomplete applications will not be considered. Please apply by **June 1, 2019**.