



Temporary Office Assistant Job Posting

Six Square - Austin's Black Cultural District is looking for a fulltime temporary Office Assistant to support operations. The term for this position is Sept 15 through Dec 31st 2016. Office hours are from 9 a.m.- 5 p.m. Monday – Friday.

About Six Square:

Six Square -- Austin's Black Cultural District -- is an independent nonprofit organization dedicated to celebrating the African American heritage of Central East Austin and preserving cultural assets in the District through historical interpretation, promotion of cultural and artistic events, and social, cultural and economic development.

Six Square is the nexus of thriving Black arts and culture in Central East Austin. We re-animate cultural spaces, connect community, and honor the past, present, and future of Austin's Black Cultural District. We envision a vibrant future for the District that grows from the rich legacy and cultural contributions of Austin's Black community.

Job Description:

Reporting to the Executive Director (ED), the Office Assistant is a temporary full time position for a versatile individual with a minimum of three years of office management experience. Responsible for assisting to ensure smooth office operations for a busy office, staffed with 2 full time employees and 7-part time contract consultants. The Office Assistant assists with office operations, including establishing and managing systems and equipment, overseeing human resource functions that are supported by an outside vendor. Hourly wage range from \$14-17 per hour.

The Ideal candidate will have:

- Advanced proficiency in Microsoft Office, including Excel, Word, and PowerPoint.
- Experience with Quickbooks and accounting procedures.
- Excellent verbal and written communication skills with proven ability to effectively communicate with all levels of management and respond to co-workers and others tactfully, clearly, and concisely.
- Ability to work efficiently, accurately, and flexibly in a fast-paced environment with minimal guidance. Demonstrated record of managing priorities and deadlines. Outstanding organizational and time-management skills. Professional demeanor with tact and respect at all times. Ability to address individuals and information with a high degree of sensitivity and confidentiality in various delicate, formal, or urgent situations.
- Flexibility and sense of humor.
- Nonprofit experience a big plus.
- Familiarity with African-American history and racial politics in the city of Austin.

How to Apply:

Materials to be emailed by Office Assistant candidates:

- Resume
- Employment Application

Please send materials electronically to: careers@sixsquare.org

NO PHONE CALLS ACCEPTED
APPLICATION DEADLINE: September 15, 2016