

Job Title: Development Assistant

Schedule: 12-18 hours per week

Pay Rate: \$11.15 per hour

Description:

Administrative and Event Support:

Assist Development staff with a wide variety of duties related to the organization. Responsibilities will include mailings, meetings, files, correspondence, databases, Internet research on prospective corporate and foundation funders, special event support and staffing. The successful candidate will be a dependable and motivated self starter with steady attention to detail. Opportunity to work evenings, weekends and to attend performances.

Qualifications:

Skills, Knowledge & Abilities:

- Availability to work a minimum of three 2-3 hour blocks of time on weekdays, between the hours of 9:00 am – 6:00 pm.
- Excellent computer skills and facility with the Internet, Excel & Word
- Ability to work independently
- Passion for and Interest in the performing arts/non-profit organizations is desired
- High degree of organizational and time management skills
- Excellent oral and written communication skills along with creative problem solving skills
- Ability to work nights and weekends desired /interest in attending performances
- Condition of employment requires the ability to successfully pass background investigation.

To apply send resume to corinne@calperfs.berkeley.edu.

Please specify Development Assistant in the subject line of email and state if you have work study or not.