

# Cultural Center Office Coordinator

Tribal, 2 Kwaaypaay Court, El Cajon, California, United States of America Req #14642

Tuesday, October 8, 2024

## **Job Purpose:**

Provides administrative, clerical and retail support to the Cultural Center by handling the day-to-day routines, as well as creating procedures and communicating them effectively. They will help achieve organizational efficiency.

## **Job Duties and Responsibilities:**

(Note: Duties and responsibilities may be added, deleted, or changed at the sole discretion of Sycuan Management at any time).

- Manages Gift Shop activities to include maintaining a clean and orderly gift shop, providing guidance and training to staff as needed and ensuring gift shop merchandise is stocked.
- Procures gift shop merchandise by collaborating with and maintaining productive working relationships with department personnel and developing productive working relationships with existing and potential vendors and suppliers.
- Provides accounting of transactions during shift by entering cash transactions in to point of sale system.
- Provides administrative support by collecting bids for projects, tracking financials, creating budget reports, preparing proposals and presentation materials as requested, developing and maintaining project, financial, purchasing, and inventory spreadsheets for approved projects, preparing meeting agendas, taking meeting minutes, and maintaining daily calendar following established procedures.
- Provides administrative and clerical support by collecting, sorting, and processing incoming and outgoing mail, accepting deliveries, filing, creating and revising departmental forms and documents as needed, collecting and tracking hours for sub-contracted personnel, gathering and organizing documents for grant submission, and sending them to administration for processing.
- Provides initial customer service by answering incoming calls, greeting visitors, parents, students, and employees in a friendly and courteous manner, screening and directing visitors and callers, answering general inquiries, and relaying pertinent messages and inquiries to the appropriate person.
- Monitors supplies and assets for the Cultural Center by maintaining inventory of departmental supplies, ordering supplies as directed, processing purchase orders, reconciling bills, requesting payment for vendors and suppliers, conducting department monthly audits of inventory and assets, and researching and communicating findings to the Cultural Center Director.
- Manage all aspects of space/infrastructure planning (ex: moves, additions, changes to workstations) and provide answers, resources, and solutions when requested.
- Ensure peak operations for the organization and implement preventive measures for potential issues.
- Respond to requests and questions about office operations.
- To help with museum tours, school presentation/assemblies and or site visits.
- To help with cultural youth activity programs during the school year and spring/summer break programs.

## **Job Specifications:**

Education and Experience:

Essential:

- High School Diploma or G.E.D.
- 5 years administrative experience
- CA Driver's License in good standing

Desirable:

- Education work experience
- Tribal experience
- Retail experience

Skills and Knowledge:

Essential:

- Ability to interact effectively with vendors, employees, students, and visitors
- Ability to communicate effectively in the English language
- Ability to compose, read, and edit written documents in the English language
- Ability to prioritize and perform multiple tasks and assignments
- Ability to complete office forms, documents and written reports
- Ability to maintain filing systems
- Ability to meet deadlines
- Ability to perform simple mathematical calculations
- Working knowledge of database applications
- Working knowledge of Microsoft Office Suite
- Ability to appear for work on time
- Ability to maintain professionalism and composure
- Ability to understand and follow verbal directives and written directions
- Ability to accept constructive criticism
- Ability to maintain confidentiality

Desirable:

- Multi-lingual
- Proficiency in Microsoft Word and Excel
- Proficiency in PowerPoint and Publisher

**Supervisory/Managerial Accountability:**

Direct: None

Indirect: None