



## POP CULTURE CLASSROOM IS SEEKING AN ADMINISTRATIVE ASSISTANT

Pop Culture Classroom (PCC) is hiring a part-time Administrative Assistant to provide general administrative support to Pop Culture Classroom, Denver Comic Con and all our associated programs.

### ADMINISTRATIVE ASSISTANT RESPONSIBILITIES:

#### **General Administrative:**

- Greet and direct office visitors, answer main office telephone system, respond to direct requests for information and/or forward messages to appropriate staff
- Receive and distribute all incoming mailing and coordinates outgoing mail, including courier services, bulk mailing, postage meter account, and interoffice mail distribution
- Provide administrative support to staff for copying and printing
- Maintain an orderly and clean office
- Coordinate conference room schedule
- Assist with coordination of board and volunteer activities and events
- Book travel and hotel arrangements as needed
- Light bookkeeping

#### **Communication Materials:**

- Coordinate materials for meetings and training sessions and other activities of the organization, including preparation of materials for the Board of Directors
- Provide meeting support, as needed (e.g., scheduling conference rooms, coordinating food, logistics, etc.)

#### **Records and Data Management:**

- Assist with the completion of filings for the organization
- Maintain and update databases and paper files as needed

#### **Ordering:**

- Coordinate supply orders for Denver Comic Con and Pop Culture Classroom
- Keep office and kitchen supplies stocked

Perform other duties and responsibilities as requested with a sense of humor and team spirit

### REQUIRED QUALIFICATIONS:

- Minimum two years office administrative support experience



- Excellent communication skills (oral and written)
- Excellent organizational skills, including: prioritization, multi-tasking, and working under pressure
- Detail oriented
- Self - starter with the ability to work on projects independently
- Data entry experience
- Some experience and skill in the use of Office 365 and Microsoft products, especially Excel and Outlook

DESIRED QUALIFICATIONS:

- Familiarity with Denver Comic Con and Pop Culture Classroom
- Some college education
- Knowledge of NetSuite and payroll systems
- Bilingual English and Spanish
- Event organizing experience

**To Apply:**

Send resume and cover letter via email to [jobs@popcultureclassroom.org](mailto:jobs@popcultureclassroom.org) AND send printed copies of the same materials via postal mail to: Pop Culture Classroom attn: Hiring Manager, 2760 W.5<sup>th</sup> Ave., Denver, CO, 80204. BOTH the electronic and the printed applications are due by **Monday, December 4, 2017.**

This is a part-time (25 hr/wk) position based at the PCC offices. Many additional hours of work will be required during the Denver Comic Con (June 30-July 2, 2017). Pay is \$17.30 an hour plus a \$400 a month stipend to cover additional expenses.

Pop Culture Classroom is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.