



1539 Funston Avenue, San Francisco, CA 94122

P: 415.753.3737 F: 415.731.9274

501©3 Tax ID: 94-3234775

[www.kidstockinc.org](http://www.kidstockinc.org)

**JOB DESCRIPTION**  
**ADMIN. ASSOCIATE**  
10-15 hrs/wk  
Pay - Hourly

## **Organization**

Kid Stock, Inc. has been bringing its unique brand of performing arts education to children throughout the San Francisco Bay Area for over thirty years. Under the banner "Everyone Shines!" Kid Stock uses the platform of musical theatre as a way to build self-esteem and encourage self-expression in children of all ages, abilities, and backgrounds.

## **Position Description**

Reporting to and in partnership with the executive director, the admin. associate supports company operations by maintaining office and site-specific administrative systems for in-school, after-school, and summer performing arts programs.

## **Responsibilities**

- Manages and maintains office operations and procedures, including but not limited to camper registrations, parents/customer communications, payments and donations, print jobs, and web design.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement and coaching employees on office protocol.
- Supports executive needs by conducting research, generating reports, and coordinating amongst departments.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Maintains industry, professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
- Assists with newsletters, mailing list, social media and/or website management.
- Maintains office cleanliness. (dusting, vacuuming, trash disposal, dishes, bathroom)
- Attends and actively participates in weekly Admin. Meetings
- Assists with planning and preparation for events, trainings, meetings etc.

## **Skills & Qualifications**

- 2-plus years experience in related field
- Proficient in Google docs, sheets, and drive; Adobe PDF
- Highly organized with strong communication and time-management skills
- Confident managing processes, developing standards, and promoting process improvement