

NOW HIRING

HEARST CENTER EDUCATION OFFICE ASSISTANT (PART-TIME ART EDUCATION)



Application materials are being accepted for the above support position within the Hearst Center for the Arts. The position may include day, night, and weekend work hours averaging 20 hours per week, Tuesday-Saturday. Starting pay: \$17.034/hour.

Primary duties include preparing a weekly program of lesson planning and providing in-person instruction of art activities off-site to communities of various ages and abilities through our CAFÉ (Creative Arts for Everyone) program. Other duties include providing assistance to the Education Coordinator to

develop new community outreach program partners, purchase classroom supplies for the Hearst Education Program, monitor and maintain art supply inventories, organize classroom spaces, supervise weekend art classes on a rotation with the Education Coordinator, assist with scheduling instructors and volunteers for off-site programs, and assist Education Coordinator with art education planning and instruction as needed. Paraeducator experience and/or previous experience teaching populations of adults with various abilities preferred. Strong emotional intelligence, patience, and empathetic communication skills desired.

Position is eligible for annual increases, pro-rated holidays, vacation, and sick leave benefits, and retirement plans. High school diploma or equivalent required with two years of office experience. Art education assistance experience preferred. Post-offer, pre-employment physical including drug screen may be required for selected individual.

For consideration, submit a completed application from Cedar Falls City Hall at 220 Clay Street or www.cedarfalls.com/jobs and return with proof of education to City of Cedar Falls, Finance & Business Operations Dept., Attn: Hearst Educ Office Ass't., 220 Clay Street, Cedar Falls, IA 50613 or via jobs@cedarfalls.com by 4-1-24 at 4:30 p.m.

EQUAL OPPORTUNITY EMPLOYER

