

General Operations Assistant

Position Title: General Operations Assistant

Location: St. Peter's Community Arts Academy, Geneva, NY 14456

Job Type: Variable Part-Time (approximately 25 hours/week)

Work Schedule: Monday–Friday, late morning into early evening (exact schedule to be determined upon hire)

Start Date: August 2026

Reports to: Executive Director

About St. Peter's Community Arts Academy

St. Peter's Community Arts Academy (SPCAA) is a vibrant institution that prioritizes inclusion and fosters creativity, nurtures talent, and builds a sense of community through the arts. Our mission is to provide accessible and high-quality performing arts education to individuals of all ages and backgrounds. Through a diverse range of classes, workshops, and performances, we aim to inspire artistic expression, promote cultural appreciation, and enhance personal growth.

At SPCAA, we believe that the arts have the power to transform lives and bring people together. Our commitment to excellence, inclusivity, and the belief that every individual has artistic potential drives us to create a welcoming and empowering environment where creativity can flourish and fulfill our mission: "Arts for All!"

Position Overview

St. Peter's Community Arts Academy (SPCAA) is a nonprofit 501(c)(3) organization. It is a mission of St. Peter's Episcopal Church and is recognized as a member of the National Association of Episcopal Schools.

We are seeking a dedicated, organized, and detail-oriented General Operations Assistant to support the Academy's day-to-day operations. This position plays a vital role in ensuring SPCAA's efficient operation by coordinating operations, managing facilities, providing marketing support, administering human resources, and providing general organizational support.

The ideal candidate will be highly organized, collaborative, and comfortable managing multiple responsibilities while supporting faculty, staff, Board members, community partners, and vendors. This position requires a strong commitment to confidentiality, professionalism, and SPCAA's mission of providing accessible arts education for all.

Primary Responsibilities

Operations & Facilities Coordination

- Coordinate scheduling and utilization of instructional, administrative, storage, and multi-purpose spaces across the Academy.
- Serve as the primary staff liaison for facilities-related matters and work closely with the Board's Operations & Facilities Committee.
- Monitor facility access, room assignments, and space usage to ensure operational efficiency.
- Maintain records of maintenance requests, repairs, and work orders, and communicate updates to the Executive Director and the Board.
- Assist with ensuring compliance with facility policies, safety procedures, and building access protocols.

Human Resources Administration

- Serve as the primary point of contact for employee HR inquiries, including benefits, payroll questions, and personnel policies.
- Coordinate new hire onboarding, including the collection of employment documents, completion of I-9 forms, and background checks.
- Maintain accurate and confidential personnel files in compliance with legal and organizational requirements.
- Track employee trainings, certifications, and annual compliance requirements.
- Assist employees with benefits enrollment, changes, and annual renewal processes.
- Support the Executive Director in maintaining and updating personnel policies, procedures, and employee handbook materials.
- Monitor and communicate compliance with applicable state and federal employment laws and regulations.
- Setting up employees in both the Jackrabbit and ADP platforms
- Track benefit contributions and coordinate with payroll systems to ensure accuracy and completeness.
- Help coordinate payroll information to ensure timely processing.

Marketing & Communications Support

- Support the Executive Director and Noticestry Marketing Solutions on marketing, advertising, and promotional initiatives, including:
 - Maintain email marketing constituent lists.
 - Coordinate the scheduling and distribution of email marketing campaigns and promotional communications.
 - Assist in coordinating production of print materials, event programs, flyers, brochures, and other marketing collateral.

- Support the Executive Director and Board marketing liaison with press releases and community communications.
- Help maintain marketing calendars and promotional timelines for Academy programs and events.
- Work collaboratively with all staff to keep website content updated

General Administrative Support

- Serve as a point of contact for vendors, contractors, and service providers supporting Academy operations.
- Maintain organized digital and physical filing systems for operational and personnel records.
- Support special projects and organizational initiatives as assigned.
- Perform other duties as assigned by the Executive Director.

Skills and Qualifications

Education

- Bachelor's degree required.
- Relevant experience in administration, marketing, human resources, operations, or nonprofit management preferred.

Experience

- Experience in administrative support, operations, human resources, or community arts/nonprofit settings.
- Experience supporting HR functions preferred.

Communication & Organizational Skills

- Strong written and verbal communication skills with the ability to interact effectively with diverse stakeholders.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities, meet deadlines, and maintain accurate records.

Technical Skills

- Proficiency in Microsoft Office and Google Workspace.
- Experience with payroll and HR platforms, such as ADP, preferred.
- Experience with email marketing platforms, social media management tools, or CRM systems is a plus.

Interpersonal Skills

- Collaborative and professional demeanor with the ability to work effectively with Board members, faculty, staff, families, vendors, and community partners.
- Strong customer service orientation and problem-solving skills.

Additional Details

- Consistent on-site presence required during Academy hours.
- Hourly wage: \$22–\$25 per hour, commensurate with education level and experience.
- Eligible for benefits package.
- Opportunity to be part of a dynamic, mission-driven organization with a commitment to artistic excellence and community access.

How to Apply

Please send a letter of interest and resume to:

Kirsten Burrall, Executive Director, kburrall@stpetersarts.org

Applications will be reviewed on a rolling basis. Anticipated start date: August 2026.

St. Peter's Community Arts Academy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and students.