



Job Description: Unpaid Development
Muckenthaler Cultural Center

WORK SCHEDULE- 20-29 hours per week. Rare evening and weekend hours.

JOB SUMMARY

Are you thinking of a career in Nonprofit Management or Administration? This is an opening for a driven individual who wishes to make a difference in North Orange County arts and culture. Candidate's primary responsibility would be in assisting our CEO and Development Director in the beautiful working environment of the Muckenthaler Cultural Center. The Muckenthaler is located on 8.5 acres of perfectly landscaped parklands on a hill overlooking Fullerton.

DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Grant writing & grant research
- Correspondence with members, donors, board, corporate sponsors and prospective donors
- Organization of donor and member databases
- Production, assistance and coordination of fundraising events
- Sharing of clerical and secretarial functions with other office staff efficiently
- Serve as front desk receptionist as needed
- Other related duties as required

QUALIFICATIONS

- Positive attitude, flexibility and problem solving mentality.
- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities is important.
- Have strong verbal and written communication skills in English; have a pleasant phone voice.
- Familiarity with Word, Excel, and Outlook Programs Internet and other basic computer programs
- Bilingual Korean or Spanish a plus

STIPEND

Unpaid Academic Intern,

APPLICATION PROCEDURES

Please email your resume and cover letter and direct all questions to:
Janette Pyun, Director of Administration, Muckenthaler Cultural Center
1201 W. Malvern Ave., Fullerton, CA 92833
714-738-6340 Fax 714-738-6366 janette@themuck.org

DISCLAIMER This list of job elements, responsibilities, duties, requirements, or conditions is not exhaustive, but is merely the most accurate list of the current job; and management reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change (for example, emergencies, changes in personnel, workload, or technical development).