

Administrative Coordinator (Operations)

Launched in 2015 as a national initiative, artEquity provides tools, resources, and training at the intersection of art and activism. With over 5,000 individuals trained, and a growing alumni community, artEquity is building a broad base of individuals and organizations who are strategically poised to create and sustain a culture of equity, inclusion, and justice through arts and culture.

Team Approach

artEquity works with a team approach based on administrative and project needs. This position reports to the Interim Operations Manager.

Responsibilities/Duties

Working with a dynamic team of staff and facilitators, the Administrative Coordinator will provide administrative support for a variety of artEquity initiatives and ongoing daily operations. As a member of a collaborative national team, the Administrative Coordinator will work remotely, attending teleconference and video meetings, as well as periodic in-person meetings as needed. Primary duties will include, but are not limited to:

Operations Support

- Collaborate with the Operations Manager on researching and creating internal systems, protocols, and resources that support the accessibility needs of staff, contractors, facilitators, and artEquity's broader community.
- Make edits to the key operations documents and charts in collaboration with the Operations Manager.
- Create spreadsheets, jamboards, and tracking documents in support of documenting operational procedures as needed.
- Conduct research on various organizational systems needs.
- Update organizational calendars, including adding staff anniversaries, office closures, and other key dates.
- Support drafting agendas for various meetings, including bi-weekly staff check-ins, planning calls, and other team meetings as necessary.
- Support notetaking as needed in various meetings.
- Support scheduling a variety of internal and external meetings including performance reflections.
- Assist in maintaining GoogleDrive and other collaborative tools to ensure operational efficiency, effective information sharing and data security and protocols.
- Support data entry and reporting to ensure accurate tracking and management of program and operational data.
- Support research and logistics for the planning and implementation of Staff Retreats/Renewals.
- Proof and edit a variety of documents including job descriptions, communications, agendas.
- Provide access support for staff as requested.

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General Administration Support

- Provide support for scheduling including internal staff and facilitator meetings, and meetings with new and existing partner organizations.
- Support additional administrative needs as requested.
- Participate in scheduled team calls as needed.
- Participate in team retreats and renewal events.
- Participate in antiracism working group(s)/training and anti-ableism working groups/training as appropriate.

Skills

- Have at least 1 year of experience in relevant administration work.
- Have a commitment to social justice and activism.
- Have demonstrated administrative and project management experience.
- Have strong communication skills both written and verbal.
- Have an interest in and/or familiarity with the arts.
- Have a high level of discretion and ability to review and safeguard confidential data and information.
- Have a commitment to ongoing self-reflection, awareness, and analysis-building.
- Have the ability to collaborate and skillfully receive and integrate feedback non-defensively.
- Must be able to work independently, have strong decision-making skills, and also work collaboratively as part of a dynamic team.
- Must be familiar with both Microsoft Suite and Google Drive platforms, project management software (Asana), and database (Bloomerang).
- Must be extremely organized and detail-oriented.
- Must have access to local transportation and be willing to make local and national trips and drive on behalf of artEquity when needed.
- Experience with facilitating group dialogue is a plus.

Job Status: Part-time, hourly, Non-exempt Employee

Compensation:

- \$25.28 - \$27.78 per hour for up to 20 hours per week
- Annual Professional development stipend
- Annual Wellness stipend
- Monthly Technology stipend
- Access to 401K (non-matching)
- 14 Paid holidays
- Paid Time Off accrual
- One-week paid summer break
- Two-week paid winter break

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Commitment to equity and social justice: *artEquity is committed to creating a diverse and inclusive work environment. Applicants from communities historically underrepresented in the arts are strongly encouraged to apply. All applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, nation of origin, disability, age, or veteran status.*