

Office Coordinator Position

Arizona Citizens for the Arts



Commitment: part-time hourly position (Minimum 20 hours/week), Monday-Friday during the regular 8:30 a.m. to 5 p.m. work day; some flexibility in scheduling, depending on workload; occasional evening or early morning meetings.

Compensation: \$13 - \$15 Depending on Experience

Non-Exempt position. Reports to the Executive Director, works closely with the Program Manager.

Application Deadline: February 10, 2017

Job Description

Arizona Citizens for the Arts seeks a part-time **Office Coordinator** to support Arizona's only statewide non-profit arts advocacy organization. The ideal candidate should be pleasant, energetic, highly-organized, detail-oriented and enjoy an active work environment that requires balancing multiple tasks and priorities while finding creative solutions to any arising complications. The candidate should possess broad office skills, be proficient in Microsoft Office, be familiar with customer relationship databases and mass communications platforms such as WordPress, MailChimp and Facebook.

Position Duties

- Assist in daily office functions, e.g. answering phone calls and managing inquiries, being liaison to volunteer board members and general membership, preparing mass mailings, interfacing with office receptionist.
- Maintains relevant records via spreadsheets and reports and provides insight regarding current programs and projects.
- Help draft and edit correspondence and other communications as needed.
- Coordinate meeting logistics for the executive director, board and committees.
- Send meeting notices and agendas, manage RSVPs, record and distribute minutes.
- Prepare and assemble meeting materials.
- Provide clerical and administrative support to the Executive Director and Program Manager.
- Assist the Program Manager in coordinating all logistical efforts regarding annual events including Governor's Arts Awards, Arts Congress and fundraising events.
- Assist in maintaining registration, ticket and table sales, including capturing guest information.
- Orchestrate and execute annual silent auction;
 - Responsible for securing new and existing relationships in order to solicit and obtain silent auction items
 - Coordinate the tracking, pick up/drop-off, storage, transport and display of all items at event.
 - Work with event team to import items into auction database to be tracked and sold at event
 - Manage post-event reporting, follow up with winners and donors
- Work with vendors on proper execution of event elements (printing, rentals, caterers, etc.).
- Drafting, proof reading and compiling materials and packets.
- Assist in maintaining registration, ticket and table sales, including capturing guest information
- Assist in the set up and teardown of events.
- Recruit, manage and train event volunteers.
- Other duties as assigned.

Skill Requirements

- Proficient in Microsoft Word, Excel and Outlook email
- Experience in Adobe Suite and WordPress is a plus
- Experience in use of standard office equipment, proper filing techniques and basic office protocol
- Competent in written and verbal communication
- Ability to organize and prioritize tasks
- Working knowledge of general office procedures

Experience

Experience in non-profit management, public affairs, arts administration, or related field.

Three or more years of office administration experience with demonstrated responsibility for customer and client interface, general correspondence and management of online media in a professional environment.

Experience in project and/or event management and working with volunteers preferred.

Experience with a nonprofit and an interest in arts and cultural activities is also preferred, but not required.

Please submit cover letter, resume and three references by email to info@azcitizensforthearts.org with the subject line: **Office Coordinator Position**