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. Reporting to the Deputy Director, this position will provide administrative support for operations, fund development, and programming.

**Responsibilities/Duties**
Working with a dynamic team of staff and facilitators, the Administrative Coordinator will provide administrative support for daily operations, fund development, and other artEquity initiatives. 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 and trainings. Primary duties will include, but not be limited to:

**Operations and Administrative Support**
- Serve as liaison to the Board of Directors providing support for board meeting schedules, agenda creation, and meeting reminders.
- Work with the Deputy Director to ensure all board policies and procedures are maintained.
- Support financial processes including invoice and receipt tracking.
- Support hiring process including application tracking and review.
- Support proofreading and research as needed.
- Support website maintenance.

**Fund Development and Database Support**
- Support data entry for development efforts including constituent relations, grant cycle tracking, and recording donations.
- Draft and send donor acknowledgment letters.
- Run and format fundraising reports.
- Maintain donor filing system.
- Support grant application and report creation and editing.
- Research and identify prospective new individual and institutional donors.
- Support agenda creation and note-taking for development team meetings.

**Program Support**
- Support program and event registration including group inquiries and participant reporting.
- Track and respond to requests for and schedule accessibility providers such as ASL interpreters, captioners, and more.
- Provide on-site support for in-person programming, as needed.
- Support the design and implementation of staff retreats/renewals.

**General Administration**
- Participate in scheduled team calls as needed.
- Participate in team retreats and renewal events.
- Participate in antiracist working group(s)/training and anti-ableism working groups/training as appropriate.
Administrative Coordinator

Skills:
- Have at least 2 years of experience in relevant administrative 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 a willingness and ability to engage in strategic thinking and planning.
- 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, having 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), Wix, Canva, MailChimp as well as all social media programs.
- Must be extremely organized and detail-oriented.
- 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: Full-time (30 Hours), Hourly, Non-exempt Employee

Compensation
- 30 hour/week staff position at $22.50-$25.00/hour, depending on experience ($35,100 - $39,000 annually)
- Health and dental (employer pays 50%)
- Access to Vision plans
- 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 weeks paid winter break

Commitment to equity and social justice
artEquity is committed to creating a diverse and inclusive environment. Applicants from populations historically underrepresented in the arts field 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, national origin, ability, age, or veteran status.