



JOB DESCRIPTION: EXECUTIVE ASSISTANT FULL TIME

BRONX COUNCIL ON THE ARTS

A pioneering advocate for cultural equity, the Bronx Council on the Arts (BCA) nurtures the development of a diverse array of artists and arts organizations, building strong cultural connections in and beyond The Bronx. BCA serves a constituency of some 1.4 million residents, 5,000 artists and 250 arts and community-based organizations with cultural services and arts programs, including grants, workshops, arts advocacy, writers' center and cutting-edge exhibitions.

THE POSITION:

Reporting to the Executive Director, the Executive Assistant will be responsible for project, scheduling and e-mail management, as well as the creation of correspondence and reports for the Executive Director and the Board of Directors. The ideal candidate will be highly organized, self-motivated, detail and systems oriented, and an effective communicator and collaborator. This is an excellent position for someone who is looking to expand their career experience by joining a small, dynamic and growing arts organization.

Essential Duties and Responsibilities

- Manage Executive Director's calendar and coordination of Board meetings.
- Coordinate the compilation and distribution of board materials.
- Track donor data, including updates to contact information on database.
- Type reports, memos, emails, letters and other documents.
- Support the Executive Director in fundraising, including setting donor meetings.
- Support Fundraising Consultant in compiling materials for proposals and reports.
- Answer phone calls on behalf of Executive Director, and direct calls to appropriate parties.
- Read, sort and analyze incoming Executive Director's correspondence to help determine priorities.
- Perform general office duties, including the filing and maintenance of Executive Director's, Board's and donor records.
- Office management functions.
- Support Executive Director with facilities management tasks.
- Ad hoc projects determined by Executive Director.

Bronx Council on the Arts

1738 Hone Avenue, Bronx, NY 10461
718.931.9500 • Fax: 718.409.6445 • www.bronxarts.org

Position Requirement and Skills

- 1-3 years of experience as executive and or administrative assistant.
- Strong problem solving, planning and organizational skills, and the ability to handle several duties simultaneously.
- Knowledge of arts administration preferred, but not required.
- Impeccable verbal and written communication skills.
- Knowledge of Salesforce or other CRMs preferred.
- Avid learner, willing to undertake new and exciting responsibilities.
- Detail oriented, self-sufficient and proactive.
- Proficient with MS Office Suite, GSuite and other platforms.
- Comfort in a fast-paced, growing organization.
- Dependable and reliable. Ability to work independently and as part of a team.
- Ability to prioritize tasks and manage time effectively.
- Strong interpersonal skills and a good sense of humor.
- A commitment to BCA's mission and values.

Educational Requirements

- Bachelor's degree

Compensation: Commensurate with experience

Please send a cover letter and resume to: bronxarts@bronxarts.org - with subject line "***Executive Assistant***". No phone calls please.

Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates foremployment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

Closing Date: Position open until filled.