



Position Title: Executive and Admin Assistant

Salary Range: \$30K

Employment Type: PT (20 hours Hybrid)

Reports to: CEO

Art Resource Collaborative for Kids (ARCK), a 501(c)(3) nonprofit, is dedicated to providing an arts integration model for educators to spark creativity, wellbeing, social-awareness, and innovation in all students. Our organization believes in the power of the arts to transform education and empower students to reach their full potential.

Position Description:

ARCK is seeking a highly organized, motivated, and dynamic Executive and Administrative Assistant to support our CEO and team. This role is critical in ensuring the smooth operation of our organization, contributing to our mission of transforming education through the arts. The ideal candidate will have a passion for arts education, strong communication skills, and the ability to manage multiple tasks efficiently.

Key Responsibilities:

- Executive Support: Manage the CEO's calendar, including scheduling meetings, coordinating travel arrangements, and ensuring efficient time management.
- Content Creation and Management: Assist in writing and editing content for various platforms, including small grant proposals, nominations, reports, newsletters, and social media, aligning with ARCK's mission and vision.
- Administrative Tasks: Handle daily administrative tasks, including but not limited to, answering emails, preparing documents, and maintaining files.
- Team Coordination: Support the ARCK team by organizing team meetings, managing project timelines, and facilitating internal communication.
- Event Planning: Assist in the planning and execution of ARCK events, including fundraisers, community events, and training sessions.
- Stakeholder Engagement: Communicate with partners, donors, and other stakeholders to support ARCK's programs and initiatives.
- Research and Reporting: Conduct research as needed and assist in compiling reports that contribute to strategic planning and program development.

Qualifications:

- Bachelor's degree or equivalent experience in a relevant field.

- Proven experience as an executive assistant, administrative assistant, or similar role.
- Excellent written and verbal communication skills.
- Strong organizational skills and the ability to prioritize tasks effectively.
- Proficiency in Microsoft Office Suite and familiarity with project management tools.
- Ability to work independently and as part of a dynamic team.
- Passion for arts education and belief in the power of the arts to transform lives.
- Experience in content creation and management is a plus.

This role requires a dynamic individual who can effectively balance multiple responsibilities and collaborate across departments to drive organizational success. If you are passionate about operational excellence and making a meaningful impact, we encourage you to apply.

Ideal Qualifications:

- Bachelor's degree in Nonprofit Management, Art Education Administration, If your field or major isn't directly related, you are still encouraged to apply if you possess relevant experience.
- At least 3 years of pertinent work or lived experience
- Excellent communication and interpersonal skills
- Experience with Microsoft Office Suite and Google Drive required, Trello, Eleo, & Quickbooks a plus
- Must be a team player, organized, detail-oriented, able to meet deadlines, and show independence and initiative in completing projects and tasks
- Comfortable working remotely, with access to a computer and camera for video conferencing
- Passionate about ARCK's mission and education reform to ensure equity for all students
- Ability to handle confidential information with discretion.

Benefits:

- Competitive salary commensurate with experience.
- Health benefits (optional)
- Opportunities for professional development.
- Being part of a passionate team dedicated to making a difference in education through the arts.
- Flexible schedule with option for remote/in-person balance
- Paid time off
- The opportunity to help build something great from the ground up

HOW TO APPLY

Please complete [this form](#) email cover letter and resume to joinourteam@arckboston.org

Please be prepared to provide the contact information of three professional references.

ARCK is an equal opportunity employer. We are also committed to being an organization that is representative of the communities we serve, and that fosters an inclusive environment for all employees and volunteers.