



BRONX COUNCIL ON THE ARTS

Executive Assistant

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 calendar and email 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

- Calendar management for Executive Director and Board Members' meeting.
- Tracking donor support, including updates to contact information.
- Type reports, memos, letters and other documents using relevant computer software.
- Coordinate compilation of board meeting materials and distribution.
- Support the Executive Director in fundraising, including setting donor meetings and maintaining donor files
- Answer phone calls and direct calls to appropriate parties.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
- Perform general office duties, including the maintenance records and database systems.
- File and retrieve documents, including contracts, records and reports for the Executive Director.
- Open, sort and distribute incoming correspondence, including faxes and email. Ensures that priority is given to important and relevant correspondence.
- 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 administrative assistant.
- Strong interpersonal, problem solving, planning and organizational skills, and the ability to handle several duties simultaneously.
- Knowledge of fundraising: Salesforce/CRM experience welcomed.
- Avid learner, willing to undertake new and exciting projects.
- Self-sufficient and proactive.
- Proficient with MS Office Suite and Google docs.
- Comfort in a fast-paced, growing organization.
- Dependable and reliable.
- Ability to work independently and as part of a team.
- Detail-oriented and able to prioritize tasks and manage time effectively.
- Strong interpersonal skills and a good sense of humor.
- Impeccable verbal and written communication skills.
- 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 for employment 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.