

Rhode Island Council for the Humanities

131 Washington Street, Suite 210

Providence, RI 02903

www.rihumanities.org



RHODE ISLAND
COUNCIL *for the* HUMANITIES

POSITION DESCRIPTION

TITLE: Administrative Coordinator

HOURS: Part-time, 25 hours/week starting early July 2017-Oct 2017
While there is some flexibility in the schedule, we expect the Administrative Coordinator to be in the office each weekday, during normal business hours. This is a temporary position, ending in October 31 with the potential to continue.

THE ORGANIZATION:

The Rhode Island Council for the Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. For over 40 years, we have cultivated diverse expressions of the public humanities through vital and innovative public programs, research, and media projects that have reached millions of people in Rhode Island and beyond. We are a catalyst for engagement with our state's remarkable history and culture, and believe in the power of the humanities community to inspire and improve Rhode Island. The Council was founded in 1973 as an independent state affiliate of the National Endowment for the Humanities. A private nonprofit 501(c)3 organization, the Council is supported by federal and private funds.

THE ROLE:

Reporting to the Associate Director, the Administrative Coordinator serves as the hub for an energetic and collaborative office, acting as the first point of contact for a range of inquiries by phone, email, and in-person. This position provides a high level of administrative support to all the major functions of our office, and keeps the Council running smoothly and efficiently, ensuring that staff, board, partners, and grantees can collaborate through organized, coordinated efforts.

Specific responsibilities include:

- Answer phone inquiries, communicate effectively externally with applicants, grantees, partners, and other key constituencies, and internally with all staff and volunteers
- Assist in program and special events, including coordinating logistics
- Assist with grants award management, prepare award packets, print forms and materials, and create and update grant files

- Enter and maintain records in donor database (eTapestry), process donations, run weekly and monthly reports, process thank-you letters
- Assist with mailings, including generating mailing lists from database
- Provide support for board and committee meetings, including preparing and distributing agendas and materials, room set up, catering, and meeting scheduling and reminders
- Prepare letters and other communications
- Maintain office appearance and supplies
- Assist Executive Director, including scheduling, record keeping and travel, expense reports, and special projects, as requested

Beyond these regular responsibilities, as a small staff with big ambitions, we very often find ourselves in “all hands” mode. There are periodic evening and weekend events. We expect that this position will be an enthusiastic member of our team. Our small size allows us to develop skills and to participate in planning and collaboration beyond individual functional areas. We find this an exciting and rewarding learning environment, and the ideal candidate would see it that way, too.

CANDIDATE PROFILE:

The successful candidate will have excellent written and oral communication skills and will be highly organized and effective at managing multiple projects and priorities. Preferably, the candidate will have a bachelor’s degree and a minimum of two years of office and administrative experience.

Specific competencies and qualities include:

- Customer service orientation
- Initiative, self-motivation, and follow through
- Collaboration and team orientation
- Proficiency with Microsoft Word and Excel, social media, and databases
- Experience in a Mac computer environment
- Excellent time management skills
- Meticulous attention to detail
- Passion for and commitment to the humanities

The Rhode Island Council for the Humanities is committed to workplace diversity.

SALARY:

Salary is based on qualifications and experience, and benefits are available. Because the Council has a small, ambitious staff, there are many opportunities for cross training and teamwork. The Council also offers professional development.

APPLICATION PROCESS:

Please send resume and cover letter via email attachment by **Monday, June 5, 2017** to Carole Ann Penney, Associate Director at caroleann@rihumanities.org, with the subject line: Administrative Coordinator. No phone calls, please.