

Thursday, October 4, 2018

Administrative Associate

Company: Urban Bush Women
Location: Brooklyn, New York

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Overview of Administrative Associate Position

The Administrative Associate is responsible for providing administrative support to all areas of operations, and supports the overall workflow and systems of the UBW office. Reporting to the Manager of Operations and Special Projects, the Administrative Associate will assist the UBW Founder/Visioning Partner, Organizational Advancement Partner, and Manager of Operations and Special Projects on projects and programs including, but not limited to:

Administrative Management

- a?? Maintain and synchronize the organizational calendars
- a?? Organize and maintain office electronic and paper filing systems
- a?? Organize and participate in weekly office staff meetings, bi-weekly full staff and internal campaign meetings
- a?? Assist in maintaining UBW archival materials
- a?? Keep track of and order office supplies as needed
- a?? Maintain the organization of the office and storage areas
- a?? Assist with office mailings including preparing mail merges for campaign donation acknowledgement or solicitation letters
- a?? Update and maintain the UBW mailing list and contact information in eTapestry database system
- a?? Create and distribute the new email signature with engagement dates on a monthly basis
- a?? Update and distribute the General Office Information document on a monthly basis
- a?? Ensure that the office is operational and staffed by 9:30 am Monday through Friday or at the assigned time as determined by senior management
- a?? Answer phones and general UBW email accounts
- a?? Check for and distribute mail on a daily basis

Summer Leadership Institute (SLI)

- a?? Assist with SLI preparations and onsite support (the SLI is typically in July).

Technical Support

- a?? Monitor the function of computers, printers and other office equipment
- a?? Schedule appointments with the IT Consultant as needed

Marketing Support

- a?? Update Squarespace website with engagement dates and news items
- a?? Work with Manager of Operations and Special Projects to execute Social Media plan according to the Social Media schedule.

- a?? Send out email newsletters using Mailchimp template and news items developed by the senior management team

- a?? Create weekly social media calendar to submit to Organizational Advancement Partner listing all status updates/posts for the week

- a?? Video editing and creation of video clips from full videos

Interns

- a?? Send out intern job descriptions to appropriate partners and venues
- a?? Schedule intern interviews
- a?? Assign work projects to interns and track assignments and schedules

Travel Support

- a?? Coordinate staff travel to speaking engagements, honorarium, conferences, campaign

and special events as needed

Professional Development

Actively seeks and attends professional development opportunities.

Other Duties

As part of a small staff, there will be other duties, as deemed necessary, to accomplish tasks that may be outside of the scope of this job description. Duties may expand during times of personnel change, when there are employee absences, and during special events.

Desired Qualifications

a?? Bachelor's degree

a?? Excellent organizational, writing, and computer skills, including knowledge of Google Docs/Drive and Microsoft Office suite

a?? Preferred skills: eTapestry, Squarespace, Mailchimp, Photoshop

a?? Ability to meet deadlines, work on multiple projects, and interact with staff at all levels; be detail-oriented

a?? Creative, analytical, energetic team player and self-starter with a good sense of humor and a strong desire to succeed

a?? Ability to work some nights and weekends, particularly during high-volume seasons

a?? Nonprofit experience and interest in arts, cultural or social justice organizations preferred

a?? Video editing and production experience preferred

Compensation/Benefits

Compensation commensurate with experience. Benefits include paid time off (vacation, sick and holidays), health, dental and vision insurance.

How to apply

Interested applicants should email their cover letter, résumé and the names and contact information for three professional references.

Email applications with subject line "Administrative Associate - First Name Last Name" to: Tahnia Belle, Manager of Operations and Special Projects at info@urbanbushwomen.org.

Please, no telephone calls.

Applications are reviewed on a rolling basis and are accepted through November 1, 2018.

About Urban Bush Women

UBW galvanizes artists, activists, audiences and communities through performances, artist development, education and community engagement. With the ground-breaking performance ensemble at its core, ongoing initiatives like the Summer Leadership Institute (SLI), BOLD (Builders, Organizers & Leaders through Dance) and the developing Choreographic Center, UBW continues to affect the overall ecology of the arts by promoting artistic legacies; projecting the voices of the under-heard and people of color; bringing attention to and addressing issues of equity in the dance field and throughout the United States; and by providing platforms and serving as a conduit for culturally and socially relevant experimental art makers.

www.urbanbushwomen.org

UBW is an equal opportunity employer

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