

Friday, September 10, 2021

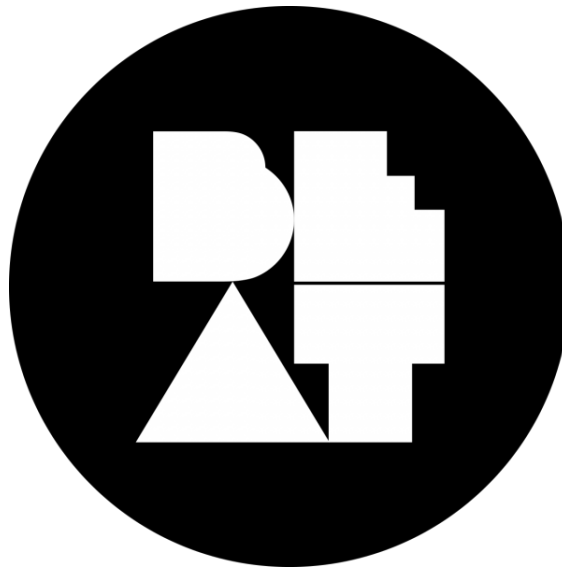
## Executive Assistant for Arts Organization

Company: Bridging Education & Art Together

Location: Long Island City, NY

Compensation: \$20-\$25/hour Commensurate with experience

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NYC based nonprofit, Bridging Education & Art Together (BEAT), seeks a detail-oriented Executive Assistant (EA) to support the Executive Director by providing coordination assistance with day-to-day scheduling, logistics, and occasional content related support. The EA will also provide administrative support to the Board of Directors. A successful candidate will have at least three years of full time EA experience, exceptional organizational and problem-solving skills, and have the ability to manage multiple responsibilities with conflicting deadlines. The ideal individual will exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and have the ability to maintain a realistic balance among multiple priorities.

BEAT is an organization that develops inclusive, accessible arts education rooted in Hip Hop culture. Through our programming, clinical research, and professional development, we champion Hip Hop as a dynamic tool in improving physical and mental wellbeing. BEAT envisions a world where Hip Hop is embraced as an integral tool in educational, clinical, and therapeutic settings to unlock the proven benefits of creative self-expression.

BEAT's office has a full time staff of five, two interns, and approximately 15-20 freelance Teaching Artists. Our office is currently remote due to COVID-19 concerns. Depending on the status of the pandemic and local restrictions and in consultation with all staff, the selected candidate will be expected to be physically present in BEAT's office as of mid-September/early October 2021.

### Responsibilities:

#### Office and Organizational Management

- Manage the Executive Director's calendar, arrange meetings, and maintain constituent database records of his contacts and correspondence.
- Plan, coordinate, and ensure the ED's schedule is followed and respected. Provide a "gatekeeper" and "gateway" role for direct access to the ED's time and office.
- Support ED in ensuring that the staff and board have the resources, training, and support they need to carry out their roles and contribute to BEAT's success.
- Assist ED in building alignment across the organization, and ensuring adherence to the strategic plan.
- Help the ED draft memos, emails, and other materials as needed; edit, proofread, and format documents.
- Create new and revise existing proposals and pitch decks
- Schedule and manage tasks related to quarterly and monthly step-back meetings
- Note taking in quarterly and monthly step-back meetings
- Be proficient in Trello and Asana in order to manage the organization's work on these platforms.
- Attend meetings with staff, partners, or organizations at the ED's request. Take notes and keep the ED abreast of new developments.
- Create and maintain systems to ensure BEAT is compliant with all local laws and regulations, monitor changes in laws and regulations, and meet highest industry standards.

#### Board Support & Development

- Assist the ED & board chair in their operations, administration, planning, and information dissemination.
- Assist the ED in building, sustaining, and strengthening all board functions like meetings, policy adherence, and committee work.

#### Board meeting coordination

- Assist with meeting scheduling
- Assist in preparing agenda and other communications to Board

#### Coordinate Disability Advisory Committee (DAC) meetings

- Assist with meeting scheduling

#### Financial Management

- Demonstrate competence in reading, creating, and understanding financial documents, including budgets, cash flow, income statements, balance statements, and statements of functional expenses.
- Understand the basics of 990 tax returns, audits, and compliance. Assist the ED in ensuring the organization complies with all legal and fiduciary responsibilities (in tandem with the board)
- Assist ED in management of BEAT's annual budget.
- Collects invoices and submits payroll
- Supports eCratchit (bookkeeper) in all accounting needs (Quickbooks coding, audits etc)

#### Qualifications:

- At least three years of previous full-time work experience in a similar role. Must have experience managing others calendars.
- Strong written and oral communication skills in English needed, including copy-editing knowledge.
- A demonstrated ability to interact with colleagues and partners from diverse backgrounds. Strong interpersonal skills and the ability to build relationships with teams.
- Organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with attention to detail.
- Event and/or trip planning experience is a plus.
- Prior experience with youth of diverse cultural backgrounds and/or community-based organizations is a plus.
- Interest in or involvement with HipHop art/culture preferred but not required.

Salary:\$20-\$25/hour Commensurate with experience + Health Reimbursement Benefits available

Start Date: mid-September/early October 2021

To apply: Please submit the following items in one PDF document: cover letter, resume, one-page writing sample, and a list of three references with daytime telephone numbers and emails to [jobs@beatglobal.org](mailto:jobs@beatglobal.org). The cover letter and resume must be in English. The subject line of the email should be "Executive Assistant".

-No phone calls please-

We know that our differences make us stronger and we value diversity of tradition, religion, experience, and background. We strongly encourage people of color, people with disabilities, LGBTQIA+ identifying individuals, and all age groups to apply. BEAT is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, prior record of arrest or conviction, caregiver status, gender identity or expression, family responsibilities, or any other status protected by applicable law.

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Bridging Education & Art Together  
Long Island City, NY  
[www.beatglobal.org](http://www.beatglobal.org)

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For more information:  
Brittany Wilson  
[jobs@beatglobal.org](mailto:jobs@beatglobal.org)

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