

Friday, April 4, 2025

Contracted Administrative Coordinator

Company: ADApt NYC 2030, fiscally sponsored by IndieSpace
Compensation: \$30/hour

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Scope of Work

Role: Contracted Administrative Coordinator

Compensation: \$30/hour, up to 20 hours per week

Duration: 3 months (extendable for six more months once the project is set up and running)

Location: Remote (no office space provided)

Applications received by May 1, 2025, will be prioritized.

Start date: asap

About ADAptNYC 2030: A Vision for Cultural Accessibility

ADAptNYC 2030 is a collaborative initiative aiming to advance cultural accessibility in New York City in alignment with the 40th anniversary of the Americans with Disabilities Act (ADA). The project is committed to increasing participation in NYC's cultural sector for people with disabilities—both as audience members and as cultural workers. With funding from the Ford Foundation and additional partners, ADAptNYC 2030 will develop a comprehensive multi-year plan to enhance access and equity across the sector. ADAptNYC 2030 is a project fiscally sponsored by IndieSpace.

The Administrative Coordinator will play a pivotal role in supporting the project's operations, liaising between consultants, the Steering Committee, project participants, and IndieSpace, the fiscal sponsor.

Responsibilities

Administrative and Financial Coordination:

- Serve as the primary liaison with the project's fiscal sponsor to manage invoices, contracts, and payments for consultants, Steering Committee members, and other project participants.
- Track project expenses and ensure alignment with the budget.
- Submit weekly timesheets and manage administrative records.

Meeting Coordination and Documentation:

- Schedule and maintain the calendar for Steering Committee and project-related meetings.
- Prepare and distribute meeting agendas, take minutes, and ensure timely follow-up on action items.
- Manage meeting logistics, including setting up Zoom links, sending reminders, and facilitating communication.

Project Management Support:

- Liaise between the Steering Committee and project consultants, ensuring deadlines, deliverables, and project milestones are met.
- Maintain a project timeline and track deliverables from various stakeholders.
- Coordinate communications and updates across project teams.

Community Engagement:

- Research programs, events, and services to support initial engagement efforts with the disability and cultural arts communities.
- Assist in building a database of contacts and resources to inform the project's engagement strategy.

Qualifications

- Strong administrative skills with the ability to manage multiple priorities.
- Excellent organizational and time management abilities.
- Collaborative mindset and ability to work with diverse stakeholders.
- Familiarity with scheduling, minute-taking, and project-tracking tools.
- Strong written and oral communication skills.
- Basic financial management skills, including invoice processing and budget tracking.
- Experience or familiarity with accessibility, cultural organizations, or nonprofit sectors is a plus.

Additional Information

- The Contracted Administrative Coordinator will work directly with Steering Committee members.
- The role requires independent, self-directed work in a remote setting.
- This role is critical to the smooth operation and success of ADAPT NYC 2030's planning phase.
- Professional or personal experience with disability and cultural accessibility is strongly preferred.
- This is an initiative of the Collaborative Fundraising and Disability Justice & Accessibility Working Groups of [Culture @3](#)

To Apply

For questions and to apply, email your resume and cover letter to Gonzalo Casals at gonzalo@saludos.nyc.

Put in the subject line: ADAPT NYC application.

If you require a reasonable accommodation to participate in the hiring process email beth@handson.org or call 646-942-8599. We encourage applicants with disabilities to apply.

IndieSpace (fiscal sponsor and Project Contracting Organization) does not discriminate based on disability or any other protected status under federal, state, or local law. Requests will be reviewed in accordance with the Americans with Disabilities Act (ADA) and applicable laws.

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For more information:
Gonzalo Casals
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