



Program Assistant Position Description

Job Family: Program Assistant

Generic Position: Code 23002

The Program Assistant will be responsible for assisting and supporting the organization's efforts in the areas of communications, development, and programs. They provide general administrative, logistical, and communication support. The Program Assistant engages with diverse groups of changemakers and professionals inside and outside the organization. General duties include research, basic data analysis, correspondence, inputting data, social media posts, and logistical support for meetings and events.

Communications

- In Collaboration with the Executive Director and Communications Coordinator, assist with the development and implementation of C4AA's digital marketing plan and social media strategy.
- Create a network of devoted alumni and fans to energize the goals of furthering artistic activism. Share program information as needed.
- Help to update the organization's Mailchimp contact lists.
- Assist the C4AA Communications team in preparing, developing, and implementing social media posts.
- Research, write, and design content for multiple platforms.
- Attend and support communications meetings and agenda preparation.
- Assist with managing and updating website content.
- Interact with customers and other stakeholders via C4aa's social media accounts.
- Assist content creation, create graphics, and work with others to produce weekly newsletters.
- Manage the organization's general email account and answer general customer service inquiries.

Programs Support & Special Projects

- Assist project leads in scheduling and tracking program activities.
- Communicate with C4AA staff, contractors, clients about program activities.
- Provide administrative support to Directors, including scheduling appointments, managing calendars, and incoming and outgoing mail and email correspondence.

- Assist with project management tasks, including developing timelines, preparing project plans, tracking progress, overseeing follow-up and preparing reports.
- Coordinate travel arrangements and manage logistics for events and meetings.
- Create and manage databases and filing systems, ensuring that all documentation is up-to-date and easily accessible.
- Assist with research, information gathering and analysis, and other tasks as required.
- Assist in preparing presentations.
- Provide logistical and administrative support to special projects and initiatives as assigned.

Development

- Maintain Bloomerang (fundraising database), including but not limited to donor records, reporting, and list segmentation. Update donor profile information as requested.
- Prepare gift entry, acknowledgments, and crediting for contributed revenue.
- Collaborate across departments to ensure all contacts are captured appropriately.
- Organize and prepare donor data for reports, etc.

Qualifications

- B.A. Preferred.
- 1-2 years of overall non-profit program assistance/coordination experience.
- 1+ years of experience in graphic design, including Canva, WordPress, MailChimp, and CRM software (preferred)
- Detailed-oriented with a successful track record in setting priorities; keen analytic, organization, and problem-solving skills.
- Excellent relationship-building skills with an ability to work with a variety of internal and external stakeholders.
- Excellent written and oral communication skills.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the mission of C4AA.

Physical Demands

- Must be able to remain in a stationary position 50% of the time.
- Must be able to operate a computer and other office productivity machinery, such as a phone and/or computer printer.
- Must be able to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Must be able to observe details at close range (within a few feet of the observer)..

The Center for Artistic Activism helps artists, activists, and organizations understand how to best use art, creativity, and culture to have real-world and sustained impact. We work to support and

empower activists to effectively deploy creative activism methodologies and achieve successful campaigns.

The Center is a small team, and we all work remotely from different parts of the U.S., plus some contractors who work abroad. The working environment is flexible, though there are regular team meetings and some other duties that will require being available at certain times.

C4AA is an equal-opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law.