

Job title: Administrative Assistant

FLSA Status: Non-Exempt; Full-Time

Compensation range: \$22 to \$25 per hour based on experience, competitive health benefits and Paid Time Off

Job reports to: Chief Executive Officer

Based in Tucson: Offices located at 525 N. Bonita Avenue, Tucson, Arizona 85745. Primary onsite, some remote. Travel throughout Southern Arizona is required.

Apply online: <https://artsfoundtucson.submittable.com/submit/324187/2025-arts-foundation-job-application>

Priority deadline: Thursday, April 10, 2025, open until filled.

TO APPLY

Interested candidates should complete the online application and attach a resume detailing relevant experience. Responses to the narrative questions are crucial for evaluating your candidacy.

The Arts Foundation for Tucson and Southern Arizona (Arts Foundation) is an equal-opportunity employer committed to creating an inclusive workplace. We encourage applicants from all backgrounds.

JOB SUMMARY

The Administrative Assistant will provide direct day-to-day management and support, acting as the CEO's right hand, directing and managing ongoing and special projects as needed. The Assistant's effective management of administrative duties is integral to creating capacity for CEO to invest her time on the agency's most critical needs and opportunities. Core functions are to facilitate smooth daily operations for the team, and administer the activities of the board of directors. This individual performs a variety of complex and routine clerical, administrative and programmatic tasks. The ideal candidate is highly organized, collaborative, and adept at anticipating needs. Previous experience supporting executive leaders is a plus.

ESSENTIAL FUNCTIONS

Schedule, Tasks and Communications Management

1. Manage high functioning office environment (physical and virtual) and provide high level administrative support to the team, ensure accurate bookkeeping, maintain equipped and organized work spaces, troubleshoot tech issues, coordinate with vendors, and manage logistics for events as needed
2. Provide excellent customer service to all stakeholders
3. Proactively and accurately manage all incoming and outgoing correspondence for the CEO
4. Coordinate and manage the CEO's schedule, calendar and tasks, travel arrangements and itineraries, expense reports and other logistical details
5. Manage the preparation, production and distribution of the CEO's reports, articles, presentations and speeches (includes information gathering and writing assignments as needed)
6. Manage special projects as assigned by the CEO

Board and Committee Administration

7. Serve as the CEO's liaison to the Board of Directors
8. Administer the planning and execution of board, executive committee and governance committee meetings
9. Handle logistics, prepare and distribute materials, develop agendas, minutes and summaries of these meetings

QUALIFICATIONS

This position involves regular interactions with arts and culture workers, the Arts Foundation Board, elected officials, government agencies, national partners, media, and funders. We seek an experienced professional with a mature interpersonal style, strong problem-solving skills, and a commitment to the Arts Foundation's mission of accessibility, diversity, equity, and inclusion. The candidate must be capable of performing all essential functions with or without reasonable accommodation, which may be provided to support individuals with disabilities. This job description does not encompass all duties and responsibilities, which may change at any time, with or without notice.

EXPERIENCE

1. Preferred: Equivalent to three (3) or more years of combined experience in relevant administrative role. English and Spanish speaker ideal.

ATTRIBUTES

2. Project Management: Exceptional organizational skills; able to manage multiple priorities with attention to detail; develop and coordinate project plans and ensure timely delivery within budget; resolve issues efficiently and generate creative solutions; foster a collaborative environment.
3. Professional Experience: Knowledge of nonprofit organizations and administration, supporting senior management. Previous involvement with the Board of Directors and governance activities.
4. Skills
 - a. Strong interpersonal skills; adept at handling sensitive situations with confidentiality.
 - b. Proficiency in Microsoft Office Suite and Excel including building charts and graphs, creating shortcuts and formula functions, pivot tables, sorting and filtering data. Ability to self direct learning with: Airtable, Dext, Salesforce, Zoom, Adobe Sign, Calendly, Submittable, Mailchimp and
 - c. Knowledge of budget policies and procedures sufficient to be able to assume budgetary responsibilities as required
 - d. Excellent verbal and written communication skills. Strong writing, proofreading, and editing skills.
 - e. Experience with community engagement and knowledge of equity, diversity, and inclusion (EDI) principles.
 - f. Skill in maintaining and organizing records, reports and files, including developing and maintaining databases and spreadsheets

WORK ENVIRONMENT

The employee frequently sits while performing job duties and occasionally moves around the office for meetings and to access files. Responsibilities include operating office machinery and computers and effectively communicating information. The role also requires occasional standing, walking, and the ability to lift up to 25 pounds. Specific vision abilities needed include close, distance, color, peripheral vision, and depth perception. The employee may be exposed to outdoor weather and works in a moderate noise environment. The position may involve working in a politically sensitive setting with multiple priorities and deadlines, sometimes outside regular hours.

DRIVER'S LICENSE

Must possess valid driver's license and driving record which is acceptable to the organization's insurance carrier.

THE ARTS FOUNDATION FOR TUCSON AND SOUTHERN ARIZONA

The mission of the Arts Foundation for Tucson and Southern Arizona is to advance artistic expression, civic participation, and equitable economic growth of our diverse community by supporting, promoting, and advocating for arts and culture in our region.

VISION

Vision for Diversity, Equity, and Inclusion in our work. Through forward-thinking, accountable leadership, the Arts Foundation for Tucson and Southern Arizona works to affect systemic change that fosters an accessible, diverse, inclusive, and equitable local arts community.

PURPOSE

The Arts Foundation for Tucson and Southern Arizona is a 501(c)3 nonprofit and funding agency. As the designated local arts agency, the Arts Foundation provides arts and cultural development services through direct funding, technical assistance and professional development opportunities throughout Southern Arizona and manages the public art process for the City of Tucson. The Arts Foundation provides support to individual artists, collectives, and arts organizations while advocating for the creative workforce and equitable access to the arts on local, state, and national levels.

COMMUNITY

Prior to 2016, the mission and services of the Arts Foundation for Tucson and Southern Arizona (AFTSA) focused solely on Tucson and Pima County. Today, AFTSA's service area resides between sets of historical, political, and geological boundaries, including 372 miles along the US-Mexico international border in the south and along the 590-mile stretch of the Gila River, which flows west from the New Mexico border to the Colorado River. We acknowledge the land where we live and work is the traditional territory of seven tribal nations, including the Quechan Tribe, Cocopah Tribe, Tohono O'odham Nation, Pascua Yaqui Tribe, Ak-Chin Indian Community, Gila River Indian Community, San Carlos Apache Tribe. The Arts Foundation serves all counties that reside south of the Gila River, including Pima, Yuma, Santa Cruz, Cochise, and parts of Graham, Greenlee, Maricopa, and Pinal.

FUNDING

The Arts Foundation for Tucson and Southern Arizona is funded by the City of Tucson, Pima County, and additional awards for which we apply. Currently, we are receiving additional funding from the Arizona Commission on the Arts and the National Endowment for the Arts.

HISTORY

In 1971, a group of citizens came together to form the Tucson Council on the Arts, an organization that serves as a catalyst and information resource for cultural development. The year 1984 marked the establishment of the Tucson Pima Arts Council (TPAC) as the arts council for the City of Tucson and Pima County, "the principal mechanism through which arts and cultural activities will be planned and carried out within the metropolitan area." In 2016, the Board of Directors voted to change the name of TPAC to The Arts Foundation for Tucson and Southern Arizona. This name change reflects the vision of the agency as one that serves a community and region rich in culture and is committed to supporting the arts in both the public and private sectors.