



Art of the Rural

Administrative Coordinator

artoftherural.org/careers

ABOUT THE POSITION

The **Administrative Coordinator** of Art of the Rural is responsible for maintaining the administrative & operational support procedures for the organization and its initiatives, including [Spillway](#) in the Upper Mississippi River region and the [Kentucky Rural-Urban Exchange](#).

SCOPE OF WORK

Administration & Operations

- Manage the organization's Google Drive to ensure easily accessible files and up-to-date core documents.
- Create monthly expense reports for program areas and track accounts.
- Create and manage forms for our programs' participant intake, program applications (including for microgrants & fellowships), program evaluations, and incident reporting.
- Create and manage contracts for staff, contractors, fellows, and microgrant recipients.
- Manage and track stipend payments for all contractors and microgrant recipients.
- Manage the annual microgrant recipient cohort, including scheduling check-in meetings and monitoring program milestones.
- Manage and maintain physical materials for programs, including printed materials, informational signage & posters, AV equipment, merchandise, etc.
- Book travel for organization staff, board, and volunteers, including flights, hotels, and rental cars.

Internal Communications

- Manage, monitor, and respond via general/informational email accounts for the organization and its programs.
- Support Zoom meeting creation and scheduling for organization staff, board, and committees.
- Manage Zoom meetings, including screen sharing, waiting room, and participants, during the organization's online meetings, events, presentations, and informational webinars.
- Organize and maintain data for grant reporting and annual reports.
- and track the organization's programmatic activities.
- Compile and communicate board updates on a quarterly basis.

Event Planning

- Lead retreat logistics for board and committees (four times per year).
- Manage contracts and payments for the organization's events and meetings, including those for venues, catering, lodging, and transportation.
- Create and manage event intake forms.
- Track, communicate, and ensure dietary and accessibility needs with vendors.
- Create and maintain planning spreadsheets for the organization's events in collaboration with staff, committees, and partners.
- Develop detailed run of show/stage management/AV/logistics instructions for all events.
- Provide on-site, proactive support for key events, including setup and teardown.
- Manage and track event registration.
- Recruit and manage volunteers for events.
- Secure and track event sponsors.
- Support membership and sponsorship benefit programs in conjunction with staff and committees.

General Duties

- Complete an annual self-assessment and discuss with the Executive Director.
- Other duties as agreed upon.

Required Availability & Travel

- Must reside in Kentucky.
- Must have general availability to work remotely Monday-Friday, 9:00am-5:00pm ET.
- Must have an active driver's license, a reliable car with room for materials, and willingness to travel throughout Kentucky and occasionally to events across the state and nation.
- Ability to fully participate in staff, board, and committee meetings virtually and in-person, including the ability to travel for Kentucky-based Rural-Urban Exchange (RUX) events approximately 25 days per year, including nights and weekends. Must be willing to travel with groups in retreat-style lodging with shared meals and accommodations.

SKILLS & EXPERIENCE

Required Qualifications, Skills, & Aptitudes

- Live the mission & values of [Art of the Rural](#) every day!
- Excellent verbal and written communication and presentation skills.
- Experienced with event planning and management.
- Proficiency with Google Workspace, Zoom, Canva, and QuickBooks.
- Tech-savvy, including setting up AV for virtual and in-person events.
- Evidence of a focused, goal-oriented, and self-directed work ethic at a previous role.
- Evidence of building administrative systems and procedures at a previous role.
- Comfort with building grassroots networks is essential to this role. The ideal candidate will be comfortable building meaningful relationships with people across regional and national levels.
- Must be able to lift 35 pounds.

Desired Qualifications, Skills & Aptitudes

- Track record in program coordination or logistics.
- Ability to identify and fill gaps in administrative procedures in a self-directed manner.
- Evidence of a commitment to community service in jobs, projects, or volunteerism.
- Advanced ability to collaborate with diverse personalities and communication styles, with a track record of commitment to accessibility, equity, and inclusion.
- Advanced emotional intelligence, cultural competency, and ability to make judgments based on holistic, nuanced perspectives when considering complex situations.
- Eager to work with a primarily remote, cross-geography, cross-time zone team.
- Comfortable with a relational, multi-level leadership structure.
- Ability to maintain professional relationships in a variety of social environments.

COMPENSATION

This 12-month contract position will include a salary of \$45,000-50,000, paid monthly. While we cannot currently offer health insurance, this position does offer sick leave, vacation, and holidays along with flexible scheduling.

ABOUT ART OF THE RURAL

Founded in 2010, Art of the Rural is a collaborative arts and culture non-profit organization that works to resource artists and culture bearers across the country to build the field, change the narrative, and bridge divides.

While our work reaches across many geographies, we operate a field office in Kentucky and a central office in Winona, Minnesota, a town located within Dakota homelands, on the banks of the Mississippi River. Learn more about our work and initiatives at artoftherural.org

Art of the Rural is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This position reports to the Art of the Rural Programs Associate and KY RUX Network Manager, while working in close collaboration with Art of the Rural staff, board, and the RUX Steering Committee.

