

JOB DESCRIPTION: JOB TITLE: Arts Integration Assistant, .5 FTE

Job Goal: To provide project support to ensure enrichment of arts education for students, including disadvantaged students and students who are children with disabilities by providing sustained and intensive professional development for arts integration for educators in Northern Kentucky

Education

Bachelor's Degree in arts, education or related area preferred

Qualifications

- Work experience providing administrative support, scheduling, and coordinating events preferred
- Ability to monitor and record data for a variety of ongoing projects and events with attention to detail
- Strong organizational, interpersonal and written and oral communication skills
- Self-starter, problem solver, and independent worker with the ability to work as an effective team member
- Proficient technological/computer skills, proficient with Microsoft Office Suite, and able to learn software programs
- Interest in enriching arts education for students, including disadvantaged students and students who are children with disabilities

Reports To: Arts Integration Manager

Duties

Serve as administrative assistant to the project, working closely with the Arts Integration Manager to:

- Plan, organize, and coordinate activities, data collection, and routine clerical duties
- Use strong communication, problem-solving and organizational skills to enhance project culture, communication with the fiscal agent and school teams of the project
- Establish, modify, organize and maintain project filing systems and documentation
- Serve as a point of contact and maintain project schedules
- Maintain project schedules; prepare and send notices of events
- Interact with a variety of social media outlets on behalf of the NKCES
- Collect, compile and distribute information about meetings and trainings
- Create and manage registration databases and required reports
- Prepare draft letters, reports, bulletins, meeting notes, and memoranda as required
- Operate a variety of office equipment such as a computer, I Pad, FAX machine, copier, projectors, scanner and calculator. Working knowledge of Microsoft Office, Excel, Power Point and Publisher
- Monitor and order materials and contracts for service, using appropriate internal procedures
- Travel to events for setup, greeting, monitoring and break-down
- Plan, schedule, and monitor travel arrangements for the project team
- Work as a team member with NKCES staff to serve the region
- Perform related duties as assigned