



Job Description

The Metropolitan Regional Arts Council is hiring a full-time Office and Panel Coordinator.

Date Posted: 01/07/2019

Closing Date: 01/23/2019

Title: Office and Panel Coordinator

Reports To: Assistant Director of Administration

Job Type: Full Time, Non-exempt, eligible for benefits

Hours: Monday through Friday, 9am to 5pm.

Salary: \$39,520/\$19.00 per hour

MRAC welcomes qualified applicants and employees regardless of their race, color, religion, creed, sex, sexual orientation, gender identity, age, marital status, national origin, status as a documented alien, or status as a qualified individual with a disability or protected veteran.

Organization Summary:

The Metropolitan Regional Arts Council (MRAC) is a nonprofit organization serving formal and informal groups with annual arts programming expenses of less than \$400,000, and artists in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. The Metropolitan Regional Arts Council is one of eleven regional arts councils throughout the state of Minnesota. The regional arts councils are funded by an appropriation from the Minnesota Legislature, the Legacy Amendment Arts and Cultural Heritage Fund, and by The McKnight Foundation. MRAC's mission is to increase access to the arts in 7-county metropolitan area communities by providing information, organizational support and grants. It is MRAC's vision that artists, arts organizations and arts activities thrive; that art is integrated into the fabric and identity of every community; and that public value of the arts is understood, acknowledged and acted upon by community members, leaders and policy makers. The organization's goals are to:

- Provide grant applicants and other constituents with clear, thorough, prompt and respectful service and assistance
- Maintain transparent decision-making processes and accessible public information
- Serve constituents with programs and services that reflect MRAC's mission and achieve its vision

Position Summary

The Office and Panel Coordinator provides administrative support for the organization by assisting with various administrative tasks, as well as serving as the panelist coordinator, organization's receptionist, and grants administrative assistant.

Primary Duties

- Serves as organization's panelist coordinator 40%
 - Coordinates approved individuals to serve as panelists.
 - As advised by Program Directors, select panelists to review grant program applications.
 - Schedule panelists for orientation
 - Prepares panel review materials for each grant program.
 - Maintains accurate panelist data in MRAC's panelist database.
 - Provides consistent communications with potential and current panelists.
 - Coordinates panelist accommodations such as accessibility needs and dietary restrictions.
 - Follow-up with new panelist connections recruited by Community Connections Manager
 - Greet and provide accommodations to panelists on panel days.
- Provides administrative support to the MRAC staff 20%
 - Drafts and prepares letters, forms, reports, and other documents.
 - Monitors and maintains electronic and paper files and records for documents, materials, and supplies.
 - Assists with grant review days, board presentations and meetings, trainings, and other special projects as assigned.
 - Is responsible for set up/clean up/logistics of meetings and panel review days.
 - Coordinates catering/refreshments for all meetings and panel review days.
 - Manages food and drink supplies, office supplies, stamp supplies, copier toner, paper, etc., and restock.
- Provides grants administrative support 20%
 - Maintains accurate applicant data in MRAC's grant interface.
 - Processes incoming organizational grant applications and assist in reviewing them for eligibility.
 - Manages panel recordings, labeling, and uploading to applicant.
 - Maintains MRAC's grants library.
- Serves as organization's receptionist. 15%
 - Greets visitors to the office and answers telephones.
 - Interacts with MRAC constituents, vendors, the public, in person or via telephone or email, to answer questions and provide technical assistance or information about MRAC.
 - Opens and routes mail and packages

- Troubleshoots office equipment
- Other team related commitments and responsibilities (5%)
 - Participate in monthly Racial Equity Task Force meetings, including collaboration with staff and board to design and develop initiatives; and other ad hoc committees as assigned.
 - Participate in strategic planning meetings, and development of work plan to implement strategic plan.
 - Participate in weekly staff meetings.
- Communicates courteously and professionally and maintains positive working relationships with others in carrying out job functions.
- Other related duties as assigned.

Minimum Knowledge, Skills, and Abilities Required for Successful Job Performance

- This job requires four years of administrative experience, at least two years of volunteer coordination experience, and excellent customer service skills.
- Have a high school diploma, GED, or equivalent.
- Ability to operate and troubleshoot standard office equipment, and computer hardware and software.
- Computer experience required including word processing, email, scheduling, spreadsheets, and databases.
- Ability to use mail-merge and publisher templates.
- Verbal communication skills sufficient to effectively present information to a variety of audiences and the general public; written communication skills sufficient to draft correspondence, and respond to questions from a variety of audiences.
- Interpersonal skills sufficient to exchange and/or convey information, receive work direction, and maintain effective working relationships.

Desired Qualifications

- Knowledge of, or ability to learn, organizational technology, software programs and databases, such as Foundant, Filemaker Pro, Microsoft Office, SurveyMonkey, Google Apps, and Apple computers.
- Prior event coordination experience.
- Ability to effectively organize time and anticipate, plan, and manage multiple priorities with deadlines.
- Ability to work independently, and as part of a team.
- Attention to detail.
- Ability to manage relationships with vendors and other external entities.
- Ability to maintain confidentiality when dealing with sensitive or private information.
- Will have a commitment to the arts.
- Will have a commitment to advancing racial equity and equitable grantmaking.

Interested candidates should send a cover letter, resume, and contact information for three references to Becky Franklin at becky@mrac.org.