Alabama Visual Arts Network

Administrative Assistant

alvisarts.com

Contact: Curtis Benzle <curtisbenzle@gmail.com>

Job Description

Part-time/hourly
$25 / Hour with annual salary cap of $10,000
Contract labor

Responsibilities:

AL Visual Arts Network (ALVAN)

Administrative

* Communicate and coordinate with ALVAN President
* Attend quarterly ALVAN Board meetings
* Check Mailbox weekly(or forward as needed)
* Report work hours on approved form to ALVAN Treasurer at the end of every month

Finance

* Communicate/coordinate with ALVAN and Clay Conference Treasurers
* Reconcile Expense and Income QB statements with checkbook and credit card statement
* Provide ALVAN Treasurer with QB generated P/L and Balance sheet reports two weeks prior to all ALVAN Board meetings
* Create or confirm with Treasurer W-9 , 1099, 990, 941 govt forms as needed
* Deposit Donations
* Generate and mail Donation thank you and receipts responses

Grants

* Maintain Grant calendar (application, contract and final report deadlines)
* Write ASCA grants (Clay Conference, Partner and Administrative)

Outreach

* Solicit additions and maintain Contact list
* Coordinate development of the ALVAN, CYC and Arts Trail websites
* Monitor ALVAN website and email and answer/forward inquiries
* Mailchimp mailings

Programming

AL Clay Conference(ALCC)

* Communicate and coordinate with ALCC Steering Committee
* Attend ALCC Steering Committee meetings
* Provide ALVAN Treasurer ALCC Year-to-year P/L and Balance sheet reports quarterly
* Clay Conference Registration
* Attend and assist Clay Conference

Alabama Arts Trail

* Communicate and coordinate with Trail Planning Committee

* Attend Trail Planning Committee meetings
* Provide Trail Year-to-year P/L and Balance sheet reports quarterly
* AL Arts Trail Registration
* Coordinate Trail Outreach activities (Contact list, Flyer and Website)

Creating Your Career

* Communicate and coordinate with CYC Committee
* Attend CYC Planning Committee meetings
* Provide CYC Year-to-year P/L and Balance sheet reports quarterly
* Create Your Career Registration
* Coordinate CYC Outreach activities (Contact list, Flyer and Website)