



Job Opening

Job Title: Office Coordinator

Date: 28 June 2016

Department: General and Administrative

Reports to: Executive Director

The Arts Council of Greater Kalamazoo (ACGK) is a nonprofit organization that seeks to enrich and engage our community through the arts. Founded in 1966, the ACGK is now in its 50th year promoting and supporting the arts in Kalamazoo County. ACGK is deeply committed to sustaining and improving the vibrant cultural life of greater Kalamazoo. An expansive and multi-pronged multi-disciplinary arts organization, ACGK currently supports over 300 members.

Under the supervision of the Executive Director, the Office Coordinator will act as the Office Manager as well as support the Executive Director, staff, and Board of Directors performing a wide variety of administrative duties that include but would not be limited to: acting as the receptionist – answering phones and greeting visitors; providing clerical support to the Executive Director and other staff; and maintaining the office equipment, filing and supplies in proper order. Strong competency in computer systems and common office programs (Microsoft office, Raiser's Edge), as well as excellent proofreading and writing skills are a must. This position may also be asked to support offsite programs supported by the Arts Council. A college degree is required as well.

The ideal candidate will be a self-starter that enjoys working with people, has a love for the arts, and a strong desire to be part of a successful team. This full-time, hourly position will be required to work Monday through Friday from 9 am – 5 pm as well as some nights and weekends as needed.

To see a full job description, please visit www.kalamazooarts.org/page/jobs_volunteer

To apply, please submit cover letter and resume referencing where you found out about this position to Attn: Kristen Chesak, Executive Director Arts Council of Greater Kalamazoo 359 S Kalamazoo Mall, Suite 203 Kalamazoo, MI 49007 or by email at office1@kalamazooarts.org. Please use the subject heading 'Office Coordinator Application' in all email correspondence. EOE. Position open until filled.