

Executive Assistant to the CEO (Full Time)

About Us

ArtsWestchester is a dynamic organization that partners across sectors to serve the cultural needs of Westchester and Rockland Counties. Our mission is to create an equitable, inclusive, vibrant and sustainable Westchester County in which the arts are integral to and integrated into every facet of life. We are a \$4 million, nonprofit agency that supports the arts in Westchester through leadership, \$1.5M in funding to artists and organizations, programming, education, advocacy, audience cultivation and professional development. We believe in creating an inclusive workplace that mirrors the community we serve, and actively encourage applicants with diverse background and experiences to join our team. For more information about ArtsWestchester visit www.artswestchester.org.

The Opportunity

There is an opportunity at ArtsWestchester to serve as the Executive Assistant to the CEO. You will have the opportunity to work in the Arts, Entertainment and Cultural forum while helping to develop new initiatives. Have you ever wondered how Educational Programs are implemented in underserved school districts. ArtsWestchester is at the fore front of all Arts & Culture in Westchester and Rockland Counties. This is an opportunity to work in in a creative atmosphere intertwining strong business and interpersonal resources to demonstrate innovation and aptitude. You will serve as a critical interpreter and trusted extension of the CEO, for a fast paced Cultural & Vibrant Arts Organization.

Responsibilities and Duties:

Scheduling

- Providing the CEO with a daily briefing of what she needs to know along with a summary of requests, actions, and decisions that require her time.
- Assisting CEO and senior management with the scheduling and planning of regular Board of Director Meetings, including Executive Meetings, taking meeting minutes, RSVPs, and preparing agendas and calendar invites for virtual zoom or in-person meetings.
- Working collaboratively with assistants to other senior management to anticipate potential issues and ensure smooth front office operations.

Government Relations

- Working with the CEO to manage their communications and follow-up from events and meetings, primarily through email and personal written notes and phone calls.
- Helping to coordinate relationships with community leaders, businesses, board members, affiliate arts directors, ArtsWestchester artists, and staff via phone, letter, email, and digital communications.

Screening Incoming Media

- Receiving and screening all incoming calls/emails and/or visitors to the CEO's office.
- Receptionist back up.
- Organizing and maintaining paper and electronic files.

Miscellaneous Tasks

- Drafting a monthly board newsletter via MailChimp, i.e. collect appropriate photos and draft engaging copy for digital Board communication to keep members updated and inspired.
- Assisting senior management in submitting grant proposals to state, national and corporate funders.
- Ensuring the CEO is consistently set up for success and well prepared, executing special projects as needed.

About You

- You are a natural problem solver. Organized, detail-oriented, and able to manage multiple complex tasks independently.
- You are flexible with adaptability to changing needs and creative resourcefulness.
- Nimble and calm in moments that require quick pivots.
- You take pride in supporting leaders, solving the puzzle of their schedule, and building context to stay one step ahead.
- You have the ability to be proactive and demonstrate initiative, and have proven to thrive in a fast paced and dynamic environment.
- You have a minimum of five (5) years of experience providing administrative support, and applicable BA/BS degree
- You are willing to work longer hours if circumstances require.
- You have the ability to maintain sensitive and confidential information.
- You are familiar with the Microsoft Office suite and have excellent writing and proofreading skills.
- You have exceptional interpersonal skills, a sense of humor, empathy, a high degree of professionalism, good judgment and tact.

Compensation: \$40,000 - \$50,000/year

How to Apply

Send cover letter and resume to HR@artswestchester.org, subject line: Assistant to the CEO

About The CEO

Janet Langsam, an artist and journalist with significant experience as a public administrator, has helped grow the former Westchester Arts Council into ArtsWestchester, a \$4.9 million umbrella agency which has made the arts more visible, diverse, and accessible for all.