

## ARIZONA HUMANITIES

Position: Programs and Grants Assistant

Reports to: Programs and Grants Managers

The Programs and Grants Assistant provides administrative support to Arizona Humanities on a day to day basis across departments, including support for the implementation of programs and events, grants and workshops, and general communications. The Programs and Grants Assistant responds to general inquiries from constituents, assists with scheduling, recordkeeping, filing, and marketing. The Programs and Grants Assistant has demonstrated organizational skills, the ability to work in a team environment, the ability to work under pressure and meet deadlines effectively, excellent written and oral communication skills, including public speaking, and strong computer skills.

Under the supervision of the Programs and Grants Managers:

### GENERAL ADMINISTRATION

- Responds to constituent inquiries and provides administrative support to the staff, board and Executive Director.
- Assists in the maintenance of communications materials, and provides database support including data entry and recordkeeping.
- Serves as administrative support to designated board committees.
- Assists in the completion of financial and statistical reports.
- Maintains mail and e-mail lists, and provides database support including data entry and recordkeeping for programs and grants.
- Other tasks as assigned.

### PROGRAMS AND GRANTS

- Provides general assistance and support to Grants Manager and responds to inquiries regarding grants. Provides assistance in conducting grants workshops.

- Provides general assistance and support to Programs Manager, and responds to inquiries regarding programs. Provides assistance in implementing programs.
- Provides administrative and technical support in scheduling speakers, responding to host inquiries, processing payments and reimbursements.
- Other tasks as assigned.

#### MARKETING/COMMUNICATIONS

- Assists with web site updates, marketing and social media communications.
- Assists with creation and distribution of program and marketing materials.
- Assists with communications and advocacy.
- Other tasks as assigned.

#### Education/Experience:

Bachelor's degree in humanities discipline preferred. Must demonstrate excellent organization, time management, and oral and written communication skills, the ability to multi-task and problem solve. Ability to work independently and as a team member. Ability to convey AH's mission to the public. Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Publisher), and web applications such as WordPress.

#### **TO APPLY**

Arizona Humanities seeks temporary fulltime Programs and Grants Assistant. Please send your resume, cover letter and three references to: Brenda Thomson, Executive Director, Arizona Humanities, 1242 N. Central Avenue, Phoenix AZ 85004 or e-mail to [jobs@azhumanities.org](mailto:jobs@azhumanities.org). Salary 30-35K DOE. Position open until filled.