



**THE ROMAIN ARTS &
CULTURE CENTER**
919 NE JEFFERSON AVE.
PEORIA, IL 61603

Job Title: **Executive Assistant**
Reports to: Executive Director & Associate Director

Organization Description:

Artists ReEnvisioning Tomorrow Inc “ART Inc”, founded in 2018 by Jonathon and Nikki Romain, is Peoria’s foremost arts and culture non-profit organization. ART Inc provides arts education opportunities to nearly 500 students each year. The staff, board, volunteers, and teaching artists of ART Inc work tirelessly to generate programs for all students to imagine, create, and realize their full potential through the arts, regardless of their ability to pay.

Position Summary:

Reporting directly to the Founders/Directors of a small arts-education nonprofit, works independently performing a wide range of complex and confidential administrative and clerical support duties. Requires knowledge of the nonprofit sector. Includes responsibility for executive office management as appropriate.

This position also requires a high level of confidentiality, accuracy, and attention to detail. The primary duties are providing support for programs, grants, and administration, maintaining office operations, giving tours, greeting guests, financial record keeping, payroll, maintaining supplies, and working on special projects as needed.

Core hours M-F 9:00-5:00, occasional evenings and weekends as needed.

Duties and Responsibilities:

- Provides wide range of complex office administration and support. Organize office and assist in ways that optimize and improve administrative processes.
- Manage database for donors, grants, volunteers, and program participants.
- Perform basic bookkeeping tasks including tracking income & expenses, payroll, mailing checks, invoicing, running financial reports.
- Ordering and taking stock of office supplies.
- Monitors budget including tracking expenditures and providing reports. May prepare spreadsheets for budgets, grants or contracts, including tracking and maintaining expenditures and reconciling accounts; uses budget tool. Prepares financial reports using QuickBooks Online
- Establishes office procedures, policies and operations. Interprets and communicates policies and processes.
- Carry out all administrative/office duties; filing, typing copying, scanning, emails, type letters, maintain filing system and oversee day to day operations.
- Supports leadership’s communication and correspondence
- Maintains appointment schedules by planning and scheduling meetings, conferences, teleconferences, and travel.
- Assist Directors with Grant research, writing, and management
- Welcomes guests and program participants by greeting in person or on the telephone, answering or directing inquiries as well as provide tours.
- Performs any clerical duty or program task as assigned in a continuously changing and growing nonprofit organization
- Attends all staff meetings, department meetings, and any other meetings as required. Compiles, transcribes, and distributes notes and minutes of meetings.
- Maintains the strictest confidentiality.
- Participate in ART Inc fundraising events.

To inspire and empower the community through arts & education

Les Willis

President

Dr. Taunya Jenkins

Vice President

Angela Bolden

Treasurer

Deborah Roethler

Secretary

Board Members

Amanda Campbell

Andy Rubenstein

Carolina Huser

Chris McCall

Shanell L McGoy

Typical Requirements

Education: College degree preferred, or an equivalent of education plus experience in an office environment.

Skills and Experience: Five plus years related experience with proven office administration and customer service skills required. Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools:

QuickBooks Online, Microsoft Office 365, Google Sheets & Docs

Proven interpersonal skills with experience providing complex administrative support in a start-up grassroots environment with tact and diplomacy. Experience managing to a budget and with multiple deadlines required. Ability to pivot, work across teams and support all areas of the organization when called upon.

Work Environment:

This position is on-site, meaning that work generally takes place in the office. In instances of inclement weather or required quarantine, this position could possibly work remotely.

Mental and Physical Requirements:

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently as well as walking up and down stairs. Work will include giving tours (3 flights of stairs) and making presentations in front of groups. Occasionally, there is pressure associated with project or activity deadlines. Work will require extended use of a computer keyboard and monitor or laptop.

How To Apply:

Please email a cover letter relating your education and experience to this position, 3 references, and your resume to: nikki@artincpeoria.org