

**Job Title:** Administrative Coordinator

**Organization:** New Urban Arts

**Reports To:** Executive Director

**Employment Type:** Full-Time (40 Hours)

**Work Environment:** This position requires regular in-office attendance in Providence

**Compensation:** \$26/hour

**Benefits:** NUA provides medical, dental, and retirement benefits to full and part-time staff. This position will receive 15 days of paid vacation after completing a probation period and up to 15 days of paid sick time. New Urban Arts recognizes 15 paid holidays for full-time employees and up to three paid weeks of organizational closures (dependent on roles and deadlines).

**Reports To:** Executive Director

### **About Us:**

New Urban Arts (NUA) is a welcoming community of high school students and adult mentors in Providence sharing space, skills, and resources to inspire creative expression. Since 1997, we have served over 8,000 Providence teens and 200 artists. Each year, our public programs reach over 2,000 visitors and participants. We provide programs at our storefront art studio and nearby Central High School. Our core program, Youth Mentorship in the Arts, brings Providence public high school students together with local artists, building powerful mentoring relationships through the arts in our storefront studio. Notably, the program is open-door, drop-in, and student-driven. At NUA Knights, our program site at Central High School, we offer a suite of afterschool programs, in the arts and beyond. Other programs include summer programs and post-secondary advising.

NUA's programs respond to historic disinvestment in arts and enrichment programs and a shortage of flexible learning spaces for public high school students. Most of our students are youth from systemically undervalued communities who attend Rhode Island public schools.

To learn more about NUA, our history, impact, and our staff, visit [www.newurbanarts.org](http://www.newurbanarts.org).

### **Position Summary:**

The Administrative Coordinator plays a crucial role in ensuring the smooth functioning of our organization. This position supports the Executive Director, program, development, and operations teams by managing administrative tasks, coordinating schedules, and facilitating day-to-day activities. This position is ideal for a strategic, systems-oriented thinker interested in supporting teams through clear communication, organized information, and efficient workflows.

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### **Key Responsibilities:**

#### *Executive Support*

- Manage the Executive Director's calendar, including scheduling meetings and prioritizing appointments.
- Prepare agendas, take minutes, and coordinate follow-up tasks for board and staff meetings.
- Assist with drafting correspondence, reports, and presentations.

#### *Staff Team Support*

- Create and maintain organizational calendars and communicate changes and updates.
- Provide interdepartmental administrative support, including tracking project timelines, assisting with event coordination, and maintaining clear internal communications.
- Support fundraising efforts by organizing and supplying necessary documents, pulling reports, and keeping records current.
- Assist in organizing and maintaining program and operational data and files, create and maintain operations dashboards, and communicate changes to policies and procedures.

#### *Office Operations*

- Serve as the primary point of contact for office administration, including ordering supplies, managing vendor relationships, and troubleshooting office technology.
- Maintain organizational files and records, both physical and digital, ensuring easy retrieval and compliance with organizational policies.
- Process mail merges and bulk mailings for various campaigns with stakeholders, including donors, students, and families.

#### *Event and Meeting Coordination*

- Assist in planning and executing organizational events, including scheduling, venue logistics, and attendee communication.
- Arrange meetings, including preparing materials, setting up technology, and ensuring smooth operations during hybrid or in-person gatherings.

#### *Other Responsibilities*

- Handle routine correspondence and inquiries via email, phone, and mail.
- Support the development of internal processes and systems to improve organizational efficiency.
- Assist with other administrative and operational tasks as needed to support the team.

#### **Qualifications:**

- 2+ years of experience in administrative roles, preferably in a nonprofit or mission-driven organization.
- Strong organizational skills and attention to detail.
- Proficiency with office software, including Microsoft Office Suite, Google Workspace, and project management tools (e.g., Asana, Trello).
- Skill and comfort with Excel and/or Google Sheets.
- Experience with Salesforce and QuickBooks is a plus!
- Excellent written and verbal communication skills.
- Ability to prioritize tasks and manage time effectively in a dynamic environment.
- Professional demeanor and ability to handle sensitive information with discretion.
- Commitment to the mission and values of New Urban Arts.

**How to Apply:** Please submit your resume and a cover letter detailing your interest in the position and your relevant experience to [jannelle@newurbanarts.org](mailto:jannelle@newurbanarts.org) with the subject line "Administrative Coordinator Application." Applications will be reviewed on a rolling basis, and early submissions are encouraged. New Urban Arts is an equal opportunity employer BIPOC candidates are strongly encouraged to apply.