

Program Assistant

Poughkeepsie, NY

THE ART EFFECT

The Art Effect empowers youth to develop their artistic voice to shape their futures and bring about positive social change. Based in Poughkeepsie, we help young people in the Hudson Valley explore, experience, and excel in the arts, introducing them to visual arts and media, giving them the opportunity to develop real skills in these fields, and guiding them towards achieving their academic and career goals.

POSITION SUMMARY

The Art Effect is hiring a full time Program Assistant to support the Director of Programs, as well as to support program-related tasks within Development and Communications departments. The Program Assistant's roles and responsibilities entail the following:

Administrative assistance

- Program/course calendar management and Zoom link creation/coordination
- Labeling of program photos uploading of program photos into Drive
- Managing administration of internships
- Answering phones, drafting emails, handling public inquiries as needed

Program assistance

- Creation of class rosters and forms checklists
- Student registration processes and data collection
- Communication to parents/students regarding program logistics
- Tracking program outcomes and statistics
- Scheduling college visits/portfolio review sessions
- Supplies purchasing and budget tracking for specific programs/classes
- Program events assistance (Portfolio Day, Reel Exposure Film and Photography Festival, Arts for Justice events)
- Handling morning registration tables for summer camps and programs
- Organizing and maintaining clean, equipped studios for classes

Communications Assistance

- Review details and update course listings on website
- Attending weekly communicating meetings to support program marketing needs

Development Assistance

- Gathering data for grant reports

Compensation

Commensurate with experience

Please email cover letter, resumé, and 3 references to employment@feelthearteffect.org. Applications will be accepted on a rolling basis. No phone inquiries will be accepted.