

## Office Coordinator (Part-Time)

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*The Cultural Office of the Pikes Peak Region is a champion of activities, programs and philosophies that break down barriers to the arts, respect risk-taking and artistic freedom, enhance our community's unique identity, commit to excellence and education, and, importantly, are genuinely inclusive of all people regardless of race, religion, ethnicity, sexual orientation, gender identity, age, physical/mental abilities, and geography. Candidates who can contribute to our goals of advancing inclusion in the arts are encouraged to apply and to identify their strengths in this area.*

### POSITION DESCRIPTION:

This position anchors the far-reaching programs of the Cultural Office by focusing on the essentials of the nonprofit's office life. The Office Coordinator is a steady support, offering organization, coordination, and administrative excellence to a friendly staff of four. As a core part of administration, they work closely with the Executive Director. The ideal candidate will be someone who thrives on organizing, enjoys order and predictability, and desires a part-time support position for the foreseeable future. Learn more about our work at [CulturalOffice.org](http://CulturalOffice.org).

### REPORTING RELATIONSHIP:

Reports to Executive Director, collaborates with the program management team.

### RESPONSIBILITIES:

Position responsibilities include, but are not limited to:

- **Office Oversight & Administrative Support:** Manages and organizes supplies and the smooth running of the daily life of the office, including occasional errands like picking up mail and taking deposits to the bank. Organizes receipts and documentation for the bookkeeper. Supports the Executive Director with various small administrative tasks as needed.
- **Development Support:** Organizes each year's calendar of grant application and report deadlines, and prepares standard grant attachment documents, to support grant-writing by Executive Director. Records donations, prepares and mails donor thank you letters.
- **Sponsorship Fulfillment:** Fulfills the sponsorships arranged by the staff, including payment requests, scheduling ad reservations, and delivery/pickup of banners for sponsored events.
- **Reception:** Responds to and directs inquiries from the public and arts community via phone, email, and greeting visitors to our office in the Plaza of the Rockies with warmth and professionalism.
- **Event Prep:** For program events, supports the team by ordering supplies, buying refreshments, preparing printed materials, and other needs. May sometimes support program events.
- **Co-Coordinates the Art-o-Mat:** Alongside a program manager, helps to run the [Art-o-Mat](#), a vintage vending machine for tiny \$5 art that is located at the Ivywild School. Tasks include ordering inventory, stocking the machine, collecting and depositing proceeds.
- All Cultural Office staff members will be expected to pursue professional development and supported in doing so with allotted time and a budget for their growth.
- All Cultural Office staff members will be expected to participate regularly in local arts & culture.

### STRATEGIC ALIGNMENT:

Aligns with LEAD goal of the [Cultural Office Strategic Plan](#). Advances [Arts Vision 2030](#) secondarily.

Every staff member of the Cultural Office will be expected to demonstrate concrete ways in their job performance that they are advancing the first declaration of the Arts Vision 2030 Cultural Plan:

- *We must empower a JUST, INCLUSIVE AND EQUITABLE Pikes Peak region. We commit to holding doors open for one another, including all voices, and advancing historically underrepresented artists, creatives, and audiences in our communities.*

### QUALIFICATIONS:

- Work experience in an office setting.
- Excellent writing skills.
- Strong organizational skills.
- Enjoys steady, consistent tasks with regular cadence.
- Existing connections and/or involvement in the local creative community preferred.
- Spanish language proficiency is a plus.

### COMPETENCIES:

- High level of comfort and competency with PC-based technology, including Microsoft Office (Word, Excel, Outlook, and PowerPoint), Zoom, and Google (Calendar, Drive, YouTube). Familiarity with WordPress, Constant Contact, and social media (Facebook, LinkedIn, X) a plus.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team.
- Self-motivated, organized, professional, and adaptable.
- Interpersonal skills to positively work with a wide range of individuals and groups from culturally and geographically diverse communities within our region.

### MINIMUM PERFORMANCE STANDARDS:

- All Cultural Office employees are responsible for promoting the mission of the organization, and maintaining a voice to advocate passionately for arts & culture--and for the Cultural Office specifically.
- All employees must follow branding and communications standards established for the organization.
- All employees are expected to maintain high degree of productivity, cooperation, attendance, and efficiency, whether working from the office, or remotely when necessary.
- Professional dress and manner are required to maintain a positive public image for the organization and a healthy office culture.
- Reliable transportation to and from the office, for errands, and to other community events, is required.

### PHYSICAL REQUIREMENTS:

- Requires ability to independently run basic errands to stores, bank, post office, community partners.
- Requires ability to lift 35 lbs. (standard Art-o-Mat inventory box)
- Requires the use of common office equipment, such as computers, telephones, printers, etc.
- Requires corrected vision and hearing to normal range, as well as speaking on the phone and in office.
- Requires eye-hand coordination and manual dexterity for the completion of work-related tasks.
- Requires prolonged standing and/or sitting.

SALARY, HOURS & BENEFITS:

- \$21.00 hourly, with performance evaluations annually. Non-exempt.
- 20 hours/week, in a mutually-decided regular schedule falling within the office hours of Monday-Thursday 9 am – 5 pm. Mornings are preferred.
- Work will be in-person, at the office in downtown Colorado Springs. Free parking is provided.
- Benefits for part-time employees include a health insurance stipend, paid holidays, vacation leave, sick leave, and professional development. Finalists for the position will be given additional details.

TO APPLY:

Applicants should email a 1-2 page cover letter AND a 1-2 page resume to [info@CulturalOffice.org](mailto:info@CulturalOffice.org).

In your cover letter, include your answers to the following questions:

1. What resonates with you about the mission & work of the Cultural Office?
2. How would this position fit into your career story?

Applications will be accepted until the position is filled, with priority for candidates who apply by April 21.