



## **JOB OPENING**

**Director of Operations and Programs** (Part-time with potential of growth in responsibilities, hours, and pay)

**Salary:** Starting \$15/hour (negotiable upon experience), 20 hours a week, non-exempt

**Job Description:** Artes de México is a five-year-old nonprofit organization that promotes the appreciation of Mexican art in Utah with a vision of a community united through cultural connections.

### **Responsibilities:**

- Carry out the daily operations of our organization from our office (1380 South Main, downstairs)
- Keep a master calendar and execute all of our cultural events
- Keep a master calendar of all deadlines to insure compliance with legal and financial requirements
- Prepare emails, newsletter, donation thank-you letters for board to sign, acknowledgement receipts for IRS, and reports for board. Respond to inquiries from public, artists, and community partners.
- Create and schedule posts on social media (Facebook, Instagram and Twitter)
- Work in partnerships with various community organizations
- Coordinate and organize events with artists and community members
- Oversee volunteers and keep log of volunteer hours
- Participate in/appear at community events promoting Artes as schedule allows
- Manage events including exhibits traveling the state, community classes and other events
- Comply with board policies and procedures, including basic bookkeeping tasks
- Interact professionally with board members and donors
- Actively engage in fundraising efforts

### **Qualifications:**

- Strong background in project management, including the ability to manage a budget and establish plans and goals for the organization.
- Thoroughly committed to our mission
- Team player with the attitude and ability to work closely with our executive committee and board
- Ability to work independently and with little supervision
- Ability to conduct multiple, concurrent projects
- Ability to work closely and effectively with donors and funders as well as artists and community-based organizations and value their contributions
- Degree in business, communications, or art-related field (or actively working toward degree)
- Outstanding organizational skills
- Creativity and flexibility
- Ability and willingness to follow policies and procedures
- Responsibility, including punctuality regarding meetings and events (essential)
- Experience with day-to-day non-profit operations/administration (not prior board service)
- Strong written and verbal communication skills, including press communications
- Willingness to participate in some evening and weekend work
- Ability and willingness to travel throughout Wasatch Front as needed (own transportation)

- Ability to work well with people throughout Utah's diverse communities
- Spanish-English bilingual; able to write and converse in English and Spanish
- Proficient in MS Word, basic Excel, basic Quickbooks (Apple computer)
- Proficient in social media including Facebook, Twitter, Instagram
- Able to make basic website changes and create newsletter (Mailchimp) or learn how

Prior to employment, applicant will need to produce documentation verifying identity and employment eligibility in the U.S. and submit to a background check.

**To apply:** Submit resume and cover letter to [admin@artesmexut.org](mailto:admin@artesmexut.org)