

PROGRAM ASSOCIATE

The FOR-SITE Foundation is currently accepting applications for the position of Program Associate, to begin in February 2012. The mission of the FOR-SITE Foundation, a 501(c)3 nonprofit organization, is to support the creation, understanding, and exhibition of new art about place.

This is a part-time position (2-3 days per week) with strong potential for growth for the right candidate who is passionate about arts administration. This is not an entry-level position. The Program Associate works closely with the Associate Program Director, project management staff, and the Executive Director of the organization.

The suitable candidate will have experience taking an active approach to managing projects, synthesizing and organizing information, keeping staff on schedule, and anticipating needs across multiple program areas with minimal supervision. He or she will also be comfortable working indoors and outdoors in formal and informal settings, and possess the ability to communicate with donors, vendors, artists, and community partners with a customer-service orientation.

RESPONSIBILITIES

- Research and/or writing assistance for programmatic, development, and outreach purposes
- Make regular updates to the website and Facebook page, select and prepare photos for web/social media use
- Prepare materials for Board meetings: agenda, financial reports, minutes, artist information and visuals, additional materials
- Draft and update project budgets and organizational budget, coordinate with contract bookkeeper to complete bank reconciliations in a timely manner, track income and expenses, pay bills
- Maintain and update filing systems for foundation and donor documents, financial and legal documents, vendors, employees
- Maintain and update organizational databases; send merged mailers and use the database to track donations, events, and materials sent to donors and key contacts
- Assist with the planning and coordination of events, including on-site support
- Provide administrative and operational support for our small office: coordinate the purchase and maintenance of office equipment and networks, purchase supplies and services, process incoming mail, email, and phone calls
- Additional tasks as needed

MINIMUM QUALIFICATIONS

- Two years experience working in a nonprofit setting in an administrative capacity (arts organization preferred)
- Demonstrated interest in contemporary art
- Strong familiarity with Microsoft Word, Excel, Entourage, Google Calendar, and Filemaker Pro (additional familiarity with Quickbooks, Dreamweaver, Photoshop, and InDesign preferred)
- Some familiarity with organizational budgets and nonprofit accounting
- Ability to work quickly in a fast-paced and changing environment
- Strong communication skills, both written and verbal
- Current driver license
- Ability to walk, sit for long periods, and lift 35 lbs.
- Flexibility as to availability during heightened periods of activity (some evenings and weekends may be required)

SALARY + BENEFITS

Salary dependent upon experience

Vacation and holiday leave, and sick leave as mandated by the City of San Francisco

TO APPLY

Email your resume, references, detailed cover letter and writing sample to info@for-site.org, with the Subject: "application for Program Associate."

The writing sample should be no longer than one page, may be an excerpt of a longer piece, and should be from a business or academic document.

Interviews may be arranged with qualified applicants. Due to the expected volume of applicants, we cannot guarantee that every application will receive a response. Please do not call the office.