Job Announcement:

Grants Program Assistant

Status:	Part-time (30 hours/week), Non-Exempt
Schedule:	Generally this position will be 6 hours per day within RACC office hours (M-F, 8:30 AM to 5:00 PM), but flexibility will be required for long meeting days and some evening and weekend meetings.
Supervisor:	Grants Program Director
Compensation:	$17 per hour plus benefits

The Regional Arts & Culture Council (RACC) is seeking a new team member to provide administrative support for the Grants program. RACC values a community in which everyone can participate in arts and culture, and strives to cultivate equity in all of its programs. We value a diverse workforce, built upon inclusion, equity and cultural humility and are proud to be an equal opportunity workplace.

This position is essential to meeting the vision of the RACC grantmaking program to provide resources to artists, arts organizations, and artistic projects that advance the community's access to a wide range of arts and culture and promote RACC's core values. This is an ideal role for a support person who is detail-oriented and well organized with excellent customer service skills, and interested in being part of a highly collaborative team.

Position Summary:

The Grants Program Assistant serves the Grants program by providing administrative support, including data entry, preparing reports, and supporting panel administration for all Grants program grant cycles and initiatives. The Grants Program Assistant will schedule and maintain communication with the Grants Review Committee of the RACC Board. They will provide general customer service and support to individual artists and organizations, including general phone inquiries, scheduling orientations, and basic support with the online grant application system.

Essential Functions and Responsibilities:
- Provide support to the Grants Review Committee, including communication, scheduling meetings, coordination of the agenda, meeting set-up, taking minutes, and follow through on reports to the Board.
- Process grant applications, including data entry and maintenance of the grant FileMaker database, generating reports and executing various end process tasks.
- Provide support for grant panels, including preparation and delivery of electronic or physical panel books, meeting set-up, coordinating catering, taking minutes, and recording panel scores.
- Generate and follow through on grant award notification materials.
- Maintain accurate records, grant archives, contracts/agreements and invoices with grantees.

- Communicate effectively with grant applicants as needed.
- Support the online grant application and grant administration processes as needed.

Required Knowledge, Skills and Abilities:
- At least 2 years administrative work experience.
- Must be flexible, organized, able to take direction, and work collaboratively.
- Knowledge of office practices and procedures.
- Comprehensive computer skills in Outlook, Word, Excel, and relational databases.
- Strong organizational skills and follow through.
- Communicate orally and in writing clearly and effectively to respond to a wide range of questions and concerns.
- Ability to accurately proofread while checking for multiple details.
- Strong cultural agility preferred.

About the Regional Arts & Culture Council

RACC is a nonprofit 501(c)(3) organization that receives funding from a variety of public and private partners to serve artists, arts organizations, schools and residents throughout Clackamas, Multnomah, and Washington counties. RACC advocates for public and private investments in the arts, provides grants for artists and arts organizations, manages public art, raises money through workplace giving, conducts arts education in public schools, and provides technical assistance and networking opportunities for artists.

To Apply:

- Submit a cover letter and your resume by email to: grantjobs@racc.org

- If you are unable to submit your application via email, you may send your application by mail or deliver it in person to: RACC, Attn: Grants Program, 411 NW Park Avenue, Suite 101, Portland, OR 97209.

Application Deadline: Friday, September 8, 2017 by 5:00pm

More Information:

https://racc.org/grants/