

**Job Summary:**

YoloArts is a county-wide organization fostering a robust arts and cultural community in Yolo County by serving artists, arts organizations, and the community. We are now hiring an Office and Marketing Coordinator to join our team. We are seeking a highly motivated, organized and detail oriented individual to support our office and marketing needs. The position reports directly to the Executive Director.

**Major Job Responsibilities:**

- Serve as front line ambassador for the organization during public hours, fielding inquiries in person, by phone, and over email
- Collect, sort, and distribute incoming mail
- Monitor and complete website updates as needed
- Draft social media calendar
- Draft press releases, bi-monthly eblasts and correspondence as needed for the Executive Director
- Maintain and order office supplies
- Assemble mailings as assigned
- Assist with organizational events as assigned (gallery openings and fundraising events)
- Maintain fundraising database. Enter all donations, generate reports and acknowledgement letters
- Process donations, payments and art sales. Complete deposits and prepare financial documents for bookkeeper
- Other duties as assigned

**Qualifications:**

- High school diploma. Associates Degree in Business Administration preferred.
- Two-three years of experience in an administrative assistance or office coordinator role

**Abilities:**

- Work independently and resourcefully to complete assigned tasks with minimal supervision.
- Excellent organizational, communication, and multitasking skills.
- Skilled in logistics to anticipate problems.
- Ability to remain calm under pressure without losing a customer-service oriented attitude.
- Accurate data entry and confidential and honest dealings in the handling of financial information and material
- Excellent command of the English language in writing and speech
- Excellent computer skills with knowledge of Microsoft Office suite, Apple applications, Google suite, Facebook, and Instagram
- Ability to work occasional evenings and weekends.
- Lift up to 25lbs.

**Office and Marketing Coordinator  
Job Description**



**Schedule of Employment:**

To begin immediately.

**Status:**

- Part- Time, non-exempt, in-person
- 16 hours weekly (preferred schedule M-Th 9am-1pm, some flexibility available), occasional evenings and weekends as assigned; \$20-22 hourly depending on experience.
- Does not include health benefits

**To Apply:**

Submit cover letter, resume, and a writing sample (i.e. a letter or marketing material from previous employment) by email to [ya@yoloarts.org](mailto:ya@yoloarts.org).

Materials will be reviewed on a rolling basis. Position open until filled.