

## **RCCAAF Invites Applications for Community Arts Programs Coordinator**



The Rancho Cucamonga Community & Arts Foundation is seeking an arts-passionate individual to assist with the Foundation's annual giving programs. This is a part-time, remote, contracted position who will work directly with the Foundation's Executive Director to assist with the preparation of materials, communication, and implementation of the Foundation's grants, sponsorship, and scholarship programs.

Hours are flexible and can be worked at contractor's preference. Some scheduled meeting times with the Executive Director will be required, based on mutual availability. Most desirable candidates would live in or near (or be familiar with) the Rancho Cucamonga area, and meet the following criteria:

- Have a strong knowledge of community, professional and/or educational arts programs
- Require proficiency in Microsoft Office (i.e., Word and Excel) and Adobe Acrobat (Forms)
- Must have a computer, cell phone, and internet access for remote work
- Ability to prioritize, meet deadlines, and juggle various projects
- Ability to define problems and tasks, collect data and establish facts
- Excellent written, organizational, interpersonal, and communication skills desired
- Dependability, respectfulness, and patience desired
- High school graduate or GED equivalency required

The duties include, but are not limited to:

- Preparation/Revision of application forms & program information
- Preparation & submission of website content for all programs, posted within program timelines.
- Collection of all applications, uploaded to view electronically
- Distribute application and information to eligible applicants
- Maintain ongoing communication with applicants, as needed, including notification of awards.
- Coordination with Exec. Director & Review Committee Members for scoring and funding recommendations
- Collection of all follow up reports required by grantees or school instructors
- Preparation of press releases, website, or newsletter articles regarding program news and updates

Additional assignments may include assisting the Exec. Director in developing a database of arts research, statistics, educational outcomes, inspirational quotes, and other supporting data to help provide greater awareness of the importance of arts in our communities.

The Community Program Coordinator responsibilities are expected to range from 10 to 15 hours per month, year-round. The fee for this Independent Contractor position is offered at \$25 - \$35 per hour, based on candidate's skills and experience.

Interested candidates are asked to submit the following to [bethanyencina@rccaaf.org](mailto:bethanyencina@rccaaf.org):

- ✓ Resume with education and work history
- ✓ Introductory letter providing previous/current arts experience and candidate's familiarity with the Rancho Cucamonga area. (*Note: Locale familiarity is desired but not mandatory.*)

This is an Independent Contractor position, and is not an employee of the Rancho Cucamonga Community & Arts Foundation. The position shall remain open until filled. More information about the Rancho Cucamonga Community & Arts Foundation can be found at our website at [www.RCCAAF.org](http://www.RCCAAF.org).