



Administrative Coordinator Part-Time (20 hours/week) (Contract)

The AngelWing Project, Inc. (AWP) is an innovative 501(C)3 non-profit performing arts organization in Anne Arundel County dedicated to using the performing arts to uplift the community both surrounding and at large. We are dedicated to delivering quality performances and creating lasting relationships.

The artists we work with are committed, creative individuals who give unselfishly of themselves as they dedicate themselves to numerous rehearsals, learning scripts, teaching, and performing with their hearts. We create artful experiences that are lasting, impactful, aspirational, and soul stirring while becoming an irresistible attraction in our community.

POSITION SUMMARY

This person must be able to work with and communicate with a wide range of people. Since coordination is key, organization and time management are skills that are highly necessary in the success of this role. This position reports to the Executive Director and will provide valuable support in administrative processes.

The ideal candidate collaborates closely with the Executive Director to execute programming and will:

- Possess a high level of organizational ability and attention to detail.
- Be highly proficient in Microsoft Office and/or Google Suite Programs (Word, Excel, PowerPoint)
- Possess ability to compose correspondence with excellent writing, (spelling and grammar) skills.
- Have ability to quickly learn and work with various technologies, platforms, and software.
- Possess excellent verbal communication skills.
- Have ability to produce basic marketing materials and coordinate campaigns.
- Organize and schedule meetings for Executive Director and/or Board members.
- Share a variety of advertising and marketing to various media.
- Possess excellent time management skills and ability to multi-task and prioritize work.
- Provide content and creative input for the AWP website, online community, social media accounts, and email messaging.

WORK ENVIRONMENT, PHYSICAL REQUIREMENTS, AND OTHER DETAILS:

- May engage regularly with program participants, donors, board members, network of key leaders throughout the non-profit community, community and government leaders and other community stakeholders.
- Will engage with children and young people as well as adults.
- Can work virtually most of the time. Flexible hours; however, may be required in-person and/or virtual for regular AWP Programs, Events and Meetings.
- May work at a computer in a stationary position for sustained periods of time.
- Must have reliable transportation.



- Occasionally required to work hours outside of a standard 8 AM – 5 PM schedule for special events and programs.

COMPENSATION

- This is a part-time W-9, contract position, averaging 20-25 hours weekly. The work schedule may vary and may require occasional evenings, early morning, and weekend hours. May occasionally require travel within the area.
- Flexible hours based on programming needs.
- Vacation time as agreed upon with and requested in writing from the Executive Director
- Cell phone stipend.

The goal is for this to become a permanent staff position.

Experience: Basic office environment preferred

Education: High School Diploma, some college, or administrative courses

Temporary Contract – could lead to full time and/or permanent.

Candidates should submit resumes and cover letter to awilson@theawproject.org