PART-TIME ADMINISTRATIVE ASSISTANT – CAPE VINCENT ARTS COUNCIL (CVAC)

Reports To: CVAC Board of Directors

Location: CVAC/CVLDC Office, 121 S Market Street, Cape Vincent, New York 13618. Primarily office-based with some time dedicated out of the office to events and meetings.

Hours: Part-time, averaging 20 hours per week over the course of the year with flexibility to work evenings and weekends.

Compensation: Rate from $18 to $20 per hour, depending on qualifications and experience. Annual salary not to exceed $20,800 which will be paid in bi-weekly increments. It is a hourly position that includes mandated New York State and Federal employee benefits.

ABOUT THE CVAC

We are a passionate, volunteer driven 501(c)(3) nonprofit organization dedicated to enriching our community through the arts. By providing local artists with platforms and the community and its visitors with accessible arts events and programming, we foster a vibrant arts hub.

We are looking for a highly organized and enthusiastic part-time administrative assistant to join our Council. In this role, you will be responsible for oversight of operational processes and policies so we can focus on making a creative impact.

This is an ideal role for someone who loves detailed work, can wear many hats and wants to support the local arts scene.

POSITION OVERVIEW

- The Part-Time Administrative Assistant will manage daily office operations, support our volunteer board, coordinate with local artists and donors/members, and assist with community art events and programs.

Key Responsibilities

- Website maintenance – ensure our website remains secure, user-friendly, and fully functional. The role supports our community outreach and fundraising efforts by keeping the platform stable and up-to-date
- Donor/Member database maintenance – keep the database accurate and updated by inputting donor/members, donations, addresses, emails, and other pertinent information
- Liaison to the CVAC's bookkeeper – pick up mail and process donations, invoices and general inquiries in accordance with CVAC's processing policies; assist with basic bookkeeping tasks by coding income and expenses received in the mail and donations from buckets for the external bookkeeper; and, ensure W-9s are signed by contractors
- Coordinate annual donor/member drive
- Maintain corporate files according to CVAC's compliance manual
- Maintain a CVAC calendar to ensure compliance with IRS and NYS regulatory requirements
- Generate tax receipts and thank you letters for donations
- Update CVAC's events and programs calendar
- Track office inventory and order supplies as needed
- Produce bi-annual newsletters
- Fulfill social media, promotional and press release designs
- Schedule monthly board meetings, coordinate invites, set up Zoom, print and distribute meeting agendas and support documentation, attend meetings and write clear and concise meeting minutes

QUALIFICATIONS

- Minimum education, High School Diploma or GED
- 1-2 years of experience in an administrative support, office management, or customer service role, experience with a nonprofit or community arts program is a plus
- Strong digital literacy, including proficiency with Microsoft Office and Google Workspace, competence with file organization in Google Docs
- Familiarity with QuickBooks or similar accounting software

- Excellent writing and verbal skills
- Excellent time management skills
- Reliability, trustworthiness and discretion

SELECTION PROCESS

Applications should be submitted by December 7, 2026, at 5 pm. The CVAC will review and evaluate qualifications with expected review completion by December 14, 2026 and work beginning Q1: January 4, 2027.

Only applications that meet these requirements will be rated and ranked:

1) Provide examples of previous projects/work that demonstrate ability to provide the services outlined in the "Position Overview" above.
2) Include projects/work references with contact information of complete name, address, and contact numbers.

REVIEW/EVALUATION CRITERIA

Each application submitted will be the document upon which the CVAC will make its initial judgment in regard to each applicant's qualifications and ability to provide the requested services. Submission of any application indicates an acceptance of the conditions outlined in this request for applications unless the submitted application clearly and specifically states otherwise.

The CVAC reserves the right to:

- Accept or reject applications in whole or part.
- Require supplemental statements or information from any party.
- Negotiate potential agreement terms.
- Have discussions to correct or clarify responses that do not conform to the application request instructions.
- Disregard all non-conforming, non-responsive, or conditional applications.

Any award shall be conditioned on the later execution of a formal written Part-Time Employment Agreement. The CVAC reserves the right to revoke or rescind any award at any time before fully executing a formal written agreement.

All information submitted in response to this request for applications is subject to the Freedom of Information Law (FOIL). The FOIL Law generally mandates the disclosure of documents unless the document's content falls under a specific exemption to disclosure.

Evaluation Criteria includes, but is not limited to:

- Qualifications, experience and references
- Best value for services requested

Evaluations and interviews will be performed between December 8, 2026 and December 14, 2026. The selected candidate will be notified upon a decision being approved by CVAC Board of Directors.

DEADLINE

All required documentation must be submitted on or before December 7, 2026, at 5 pm to be considered.

Interested candidates should email a cover letter, resume, and contact information for two professional references to Dave Dinger at ddinger382@aol.com with the subject line "CVAC Part-Time Administrative Assistant Application".

Please note that ZOOM interviews are a required step of the hiring process for all shortlisted candidates.

QUESTIONS

Questions regarding this application request should be submitted in writing via email to Dave Dinger at ddinger382@aol.com.

The Cape Vincent Arts Council is an Equal Opportunity Employer and is committed to fostering a diverse, equitable, and inclusive environment for all employees, artists, and community members.