



# PrimeLife Arts Learning

## PrimeLife Arts Learning Vice President of Operations

**Category:** Experienced, Senior-Level Administrator

**Application Deadline:** May 20, 2022

**Location:** online/fully remote

**Classification:** Part-time, At will, Non-exempt

**Compensation:** \$50/Hr, 5-10 Hours/Week

**Reports to:** Executive Director

**Website:** [primelifeartslearning.org](http://primelifeartslearning.org)

### Organization Summary

PrimeLife Arts Learning (PAL) is an online art-making community for adults 55+ and their families. Our mission is to inspire 55+ adults to explore their creativity, build stronger relationships with their families, and bridge connections to new communities.

### Position Summary

The Vice President of Operations will provide administrative support for PAL's online artmaking courses. As a rapidly growing start-up, duties, tasks, and objectives reflect the organization's need to increase capacity while also envisioning and strategizing for the future.

### Qualifications & Experience

#### *Required*

- Highly motivated individual who also excels in a collaborative setting
- Strong attention to detail, organization, and problem-solving skills
- The ability to work on a variety of projects simultaneously and meet established deadlines
- Excellent verbal and written communication skills
- Customer service experience, especially with older adults
- Belief in the creative potential of older adults

#### *Preferred*

- Significant experience coordinating online classes/events, preferably in the nonprofit sector
- Experience in Creative Aging and online learning highly encouraged
- Experience in building a startup nonprofit
- Proficiency in Google Workspace, Grants, and products, Zoom, Gusto, Quickbooks, Wordpress, Canva

## **Responsibilities**

### *1) Administration and Management*

- Regularly participate in staff meetings, usually weekly, and board meetings, usually 3 times a year
- Manage employee payroll
- Manage cash flow, budget forecasting, reporting, etc.
- Manage participant (student)/Teaching Artist (TA)/Teaching Artist Technical Assistant (TATA) communications
- Maintain PAL course schedule
- Track course registrations, cancellations, and changes
- Collect and manage course materials from TAs
- Create and distribute course materials, such as lesson documents, Zoom links, session recordings, pre- and post-course evaluations
- Buy, repackage, and send art kits when necessary
- Collect testimonials, images of participants and their work

### *2) Teaching Artist and Teaching Artist & Technical Assistant applications*

- Create and maintain personnel files for applicants, TAs, and TATAs
- Ensure applications are complete (resume, lesson plans, etc.)
- Coordinate TA and TATA interviews

### *3) Development*

- Gift entry and acknowledgement
- Maintain donor database and optimize related procedures
- Grant management, including budgeting, contracting, reports, and evaluation
- Grant research

Other duties as assigned

## **Physical Demands**

Must be able to work for extended periods of time on a computer

## ***How to Apply:***

To apply, please email a cover letter and resume to: [hello@primelifearts.org](mailto:hello@primelifearts.org). Please list "Vice President of Operations" in the subject line. A list of three professional references will be requested upon job offer.

PAL is committed to social, racial, gender, and economic justice. We strongly encourage people of color, Indigenous folks, LGBTQIA+ individuals, and those who are unemployed to apply.