

Position Title: Volunteer Chief of Staff

Organization: Grand Street Community Arts

Location: Albany, NY

Time Commitment: 15-20 hours per week

Duration: Ongoing

Job Overview:

As a Volunteer Chief of Staff, you will play a crucial role in supporting the Grand Street Community Arts Executive Director & leadership team. This voluntary position combines administrative support, project management, and business strategy, providing an opportunity for individuals passionate about contributing their skills to a meaningful cause.

Key Responsibilities:

1. Strategic Planning:

- Collaborate with the executive team to contribute to the development and execution of the organization's strategic initiatives.
- Provide insights and recommendations to enhance organizational effectiveness.

2. Executive Support:

- Assist in managing the executive's schedule, appointments, and communications.
- Prepare and review briefing materials, reports, and presentations.

3. Project Management:

- Oversee and coordinate key projects, ensuring they align with organizational goals.
- Collaborate with different teams to facilitate project communication and progress tracking.

4. Communication and Coordination:

- Serve as a primary point of contact for internal and external stakeholders.
- Coordinate meetings and ensure effective communication between team members.

5. Business Analysis:

- Support business analysis efforts by researching market trends and industry developments.
- Contribute to financial analysis and reporting as needed.

6. Team Collaboration:

- Collaborate with volunteers and staff members to ensure seamless coordination.
- Foster a positive and inclusive volunteer environment.

Qualifications:

- Passion for the mission and goals of One Team One Dream of the Capital District, Inc.
- Strong organizational and project management skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently and collaboratively in a volunteer setting.
- Familiarity with office productivity tools and project management software.

Preferred Skills:

- Knowledge or interest in the organization's focus area.
- Previous volunteer or professional experience in a similar role.
- Flexibility and adaptability in a dynamic volunteer environment.

Application Process:

If you are passionate about making a positive impact and interested in contributing your skills as a Volunteer Chief of Staff/Business Partner, please submit your resume and a brief cover letter explaining your motivation to the Executive Director at tasean@grandarts.org by February 17, 2024.