

DéLana R.A. Dameron

www.delanaradameron.com

Executive Assistant to DéLana R.A. Dameron + Red Olive Creative Consulting

Seeking part-time experienced administrative and personal assistant to DéLana R.A. Dameron, a Brooklyn-based writer, cultural consultant, and touring poet. The ideal candidate is proactive, creative, and efficient, and able to work confidently with minimal supervision.

The ideal candidate will be a self-starter and initiator. They will work with DéLana on multiple projects: writing, non-profit consulting/grant writing, reading/tour management, and online presence. Must be calm under pressure with superior organizational skills. Passion for literature and arts and culture a must!

Responsibilities Include:

Red Olive Consulting

- Editing written materials as needed
- Support organizing grant proposals for submission
- Support grant prospecting for clients
- Create and send invoices
- Manage business expense tracking
- Update and manage grant calendars for clients

Writing/Touring

- Manage and update content at www.delanaradameron.com
- Support with two creative writing workshops this fall
- Manage Google Calendar: engagements, performances, meetings, deadlines
- Update CV and bio as needed
- Manage/support writing submission calendar
- Create and send invoices
- Make travel arrangements (flights, hotels, rental cars) & create itineraries
- Assist with invoices and contracts for publications and performances
- Manage social media calendar

Bi-weekly status meetings/ calls

Other duties as needed/time allotment allows.

Qualifications

- Impeccable communication skills
- Proficiency with Google Apps, Wordpress
- Sharp eye for detail
- Experience managing confidential documents / information
- Excellent multitasking & organizing skills
- Strong desire to take initiative on projects

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Women of color and LGBTQ applicants encouraged to apply. Remote applicants will be considered, though NYC based is ideal.

Please send resume and cover letter with two references to info.delanawrites@gmail.com.

This is a part-time position with a monthly stipend of \$375 per month for approximately 25-30 hours of work per month and the option of mentorship in writing or non-profit / development consulting. Other benefits to be discussed. This is ideal for recent graduates or anyone looking to change careers into the non-profit cultural sector. Time emphasis will be on support of Red Olive Creative Consulting activities to support its business operations and growth.

Past Executive Assistants have gone on to full-time work in major cultural institutions, or deepened their reach as a non-profit consultant. Must be able to commit to a minimum of 3 months, 6 months ideal.

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