



KENTUCKY HUMANITIES

JOB DESCRIPTION

Job Title: Program and Administrative Assistant
Reports To: Associate Director

JOB PURPOSE: Program and Administrative Assistant: Assisting the Associate Director with all aspects of administration, especially regarding Prime Time Family Reading, Museum on Main Street Program, Grants Administration, Fundraising and Data Base/Computer management.

Essential Job Performance Requirements:

1. Assist the Associate Director with programs (Museum on Main Street, Prime Time, minigrants):
annually designing, and periodically updating, a plan for meeting these objectives.

Results required: Learn the reporting requirements, program execution, and assist with the administration of KH programs.

2. Promotes understanding of and interest in Kentucky Humanities programs and in the availability of grants, programs, or services.

Results required: Will be able to discuss Kentucky Humanities programs accurately and promote grants publicly.

3. Arranges for review by Board members of minigrants by email by:
preparing proposals packets, with staff review by memoranda for mailing to Board members; selecting readers on a rotating basis and with consideration for conflict of interest; tallying and reporting results of Board decisions.

4. Records data on programs by:
entering pertinent information into the database.

Results required: Project data available for generating reports.

5. Maintains data base on scholars, writers, consultants, events, and grants in the humanities by:
recording information from grant projects, polling scholars statewide every two years.

Results required: Complete information on scholars (roles, interests, disciplines, etc.).

6. Authorizes payment to grant recipients and contracted Prime Time and Kentucky

Chautauqua personnel by:
notifying the bookkeeper to make payments when contract conditions have been met.

Results required: Contract payments are made in a timely fashion.

7. Coordinates development and creation of Kentucky Chautauqua by:
managing the process by which talent and scholars are chosen; managing contracted obligations including payments throughout development of programs; coordinating creation of printed and public relations materials associated with Chautauqua.

Results required: Effective, efficient, and timely development of Kentucky Chautauqua programs.

8. Assists with the coordination and management of Museum on Main Street program by:
Assist with the process by which participating museums become involved with the program; assist with management of contracted obligations of museum sponsors, scholars, and other personnel; provides information for director in complying with Smithsonian requirements; orders supplies and public relations materials, and acquires evaluation information.

Results required: Effective implementation of traveling exhibit program.

9. Assist with coordination and management of Prime Time Family Reading program by:
Assist with managing the process by which participating libraries become involved with the program; assist with managing contracted obligations of librarians, scholars, and storytellers; assist in training program personnel; gather information for complying with all grant requirements; orders supplies; and acquires evaluation information.

Results required: Effective implementation of grant-supported family literacy program.

10. Maintains good community relations by:
answering incoming calls as backup for secretary, greeting walk-in clients, etc.

Results required: Public has continuous access to KHC during office hours.

11. Ensures operation of KHC information management system by:
serving as assistant network supervisor.

Results required: Smooth operation of the network.

12. Assist with management of KH's websites by:
Updating and changing website, tracking use of website, and reporting results to Associate Director.

Results required: KH's web sites are understandable, easy to navigate, engaging, and useful.

13. Provides mailing lists by:

maintaining list on Filemaker and calling up such names as needed.

Results required: Staff address lists requests are fulfilled in a timely fashion.

14. Prepares fund raising reports for Executive Director and Board by:
collecting, analyzing, and summarizing information and trends.

Results required: Monthly progress reports on solicitations and gifts.

15. Assist with development efforts and Council public relations efforts by:
working with the Associate Director to create effective public relations materials

Results required: Development Committee develops both short-term and long-term
recommendations for inclusion in the Council's budget and plan for the fiscal year.

16. Contributes to team effort by:

Accomplishing results as needed and assisting all staff when workloads demand additional
assistance.

This job description for Administrative Assistant:

I have reviewed this job description and agree that it accurately represents my work with KH.

Name

Date