Part-time Office Coordinator Description:
Education: Bachelor (BA, BS, etc.)
Location: New York, NY, 10011, United States
Type: Part-time (18 hours/week)
Languages: English. Knowledge of French, Portuguese also useful.

African Film Festival (AFF) seeks a committed, detail-oriented part-time office coordinator to take charge of our busy and evolving office and to provide administrative support for our small and dynamic staff. Primary responsibilities include office organization, communication liaising and other diverse administrative tasks. The position will also involve interaction with filmmakers, distributors, collaborators, related program stakeholders, and support on all AFF’s diverse community and educational programs. Some evening and or weekend flex hours may be required.

Relevant experience in administrative coordination and a background in arts administration is ideal. This position is best suited for a highly organized individual with a self-starter spirit and a passion for cross-cultural communication and/or African arts and culture. The job will require diligence and an ability to multi-task with competing responsibilities in a fast-paced but friendly environment.

Responsibilities:
• Reception, including receiving and responding to general inquiries via phone and email
• Maintaining office supplies, inventory/merchandise, and equipment
• Provide administrative support to AFF’s Executive Director, including handling correspondence, scheduling, and Board responsibilities
• Provide administrative support to AFF staff and consultants (i.e. Festival Coordination; Community Engagement; Grants and Development; Education)
• Conduct research on African/diaspora cinema for reports and marketing
• Manage computer systems and equipment
• Liaising with all consultants and vendors

Qualifications:
• Excellent communication skills, both verbal and written
• Exceptional organizational abilities: ability to prioritize multiple tasks in a fast-paced work environment
• Computer literacy with online experience a must. Must be proficient working with PC/Windows. Fluency in MS Word, Excel, Outlook, PowerPoint and major browser applications a must
• Prior office experience desirable, preferably in the non-profit or arts sectors
• Interest / experience in the arts, particularly international cinema, preferred
• Foreign language skills not necessary, but French, Portuguese, and African languages a plus

Compensation:
Hourly rate based on experience; 18 hours per week guaranteed
Travel stipend offered

Compensation: Hourly/Based on Experience