



FOUNDATION FOR THE ARTS

SECRETARY

Mama Foundation for the Arts is excited to build a new support staff following the recent completion of a three-year strategic business plan and is currently seeking an Office Secretary. We are seeking a passionate and collaborative individual to support the Mama Foundation's mission and springboard the organization into its next phase of growth.

About Mama

Mama Foundation's mission is to make a joyful noise, uplift the Black musical treasures of gospel, jazz and R&B, and to heal and inspire through the power of collective music-making. Mama Foundation is a Harlem legacy institution where our intergenerational community is invited to Be Seen and Be Heard in the fullness of their experience - their voices, their stories, and their hearts. Continuing Harlem's rich history of celebrating Black Excellence, we centralize and amplify Black art forms to honor Black voices as essential to the American cultural experience. We achieve our mission through three main pillars of programming: Enrichment, Performance, and Community.

About the Role

The Secretary will support the clerical and administrative aspects of the Mama Foundation's institutionally funded programs, reporting to the Executive Director, and supporting the needs of Mama Foundation. These needs may include facilitating communications within an office, fielding interactions with the public, answering and redirecting phone calls, scheduling meetings, and providing personalized support for other employees in their office.

The ideal candidate will:

- Greet visitors and direct them to the appropriate departments or individuals
- Answer telephones and respond to inquiries via telephone or email
- Order and maintain supplies
- Perform administrative tasks, including filing, photocopying, and bookkeeping
- Implement and/or develop office procedures and record systems
- Organize and distribute messages
- Prepare and mail outgoing correspondence

The ideal candidate will have:

- Office administration, procedures, and scheduling experience
- Office experience with Mac computer skills and Microsoft programs and applications.
- Exemplary organization skills, a love for detail, and a talent for multitasking
- Ability to balance competing priorities while meeting deadlines and adapting to necessary changes along the way



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The position is part-time, up to 25 hours per week, up to \$20 per hour, immediate start date, freelance contract flexibility.

How to Apply:

Qualified candidates are encouraged to send cover letter and resume to yy@mamafoundation.org; no phone calls please.

Mama Foundation for the Arts is an Equal Opportunity Employer and considers all candidates with no consideration to race, color, religion, sex, gender identity, sexual orientation, nationality, disability, veteran status, or any other basis protected under federal, state, and local law.