



**Essex County Community Foundation  
CCI Program Assistant Job Posting  
(Part-time contract position)**

**[Essex County Community Foundation \(ECCF\)](#) and its [Creative County Initiative \(CCI\)](#) are strengthening the creative sector of Essex County with a cross-sector collaborative approach to ecosystem-building and support.**

Creative County Initiative (CCI) is seeking a Program Assistant to manage the administration of Essex County Community Foundation grantmaking programs in Arts & Culture. With the next round of grants launching in January, the Program Assistant will assume an important role in spreading the word about open grants, fielding questions from applicants, coordinating applications for review, and formally accepting applications with contract filing and payment documentation. Reporting to the Program Director, this role has high level contact with the entire CCI grantmaking process. CCI seeks a professional in the communications, arts administration, or non profit field to work part-time on a contract basis to fulfill this need.

**Program management and administration**

- Assist in administering the CCI Last Mile, Special Project, and ALAANA grant programs.
- Collect stakeholder and impact data from all CCI grant programs.
- Create and maintain a calendar of all CCI grantee events.
- Prioritize grantee events for photo/video and storytelling coverage.
- Periodic outreach to LCC's, Arts Associations, other stakeholder groups.
- Assist in processing grantee and vendor payments.
- Assist to create and maintain database of Essex County creative community.
- Collaborate with ECCF staff to increase awareness of the CCI program.

**Qualifications**

Google Suite proficiency

- Spreadsheets, Docs, Gmail, Forms, and Calendar

Strong written & verbal communication skills

- Preference for bilingual candidate in Spanish and English
- Comfortable communicating with different audiences

Excellent organizational skills

Ability to prioritize competing deadlines and tasks

Knowledge of basic operations in finance

**Application deadline: Dec 30. Resume to Karen Ristuben, [k.ristuben@eccf.org](mailto:k.ristuben@eccf.org)**