

# ARTISTIC FREEDOM INITIATIVE

## **AFI Seeks Coordinator Starting Spring/Summer 2021.**

### **ABOUT AFI**

Led by immigration and human rights attorneys, Artistic Freedom Initiative (AFI) facilitates pro bono immigration representation and resettlement assistance for international artists who are persecuted or censored.

Dedicated to safeguarding the right to artistic freedom, AFI was founded on the notion that artists are uniquely situated to positively and powerfully effect change, provided their voices can be heard. As artists are increasingly censored, imprisoned, restricted from moving freely across borders, tortured, or even killed, it is more critical than ever that we safeguard the right to artistic freedom and zealously champion the courageous artists who exercise it.

To this end, AFI directly assists artists who have experienced persecution, censorship, or other restrictions on their freedom of expression, and supports artists who have demonstrated a commitment to advancing progressive social change and fundamental human rights.

We work with immigrant artists to champion art produced in exile, advance creative cultural exchange, improve conditions for artists in their home countries, and safeguard their ability to express themselves creatively through the arts.

### **POSITION DESCRIPTION**

AFI seeks a full-time Coordinator to provide critical administrative, operations, and programmatic support towards executing our mission. We are looking for a highly-motivated, resourceful, articulate, versatile, and socially conscious individual to join our team. The ideal candidate is committed to human rights and the arts, and is creative, self-driven, and has an entrepreneurial spirit. This is an entry-level position with potential to grow as the organization expands. The Coordinator will report to the Director of Programs.

The AFI office is currently working remotely, but will be moving towards a hybrid in-person/remote model. Candidates should be willing to relocate to Brooklyn, NY.

Assist the Director of Programs and Programs Associate in the following:

- Provide administrative and operations support in day to day running of the nonprofit
- Provide programmatic and administrative support for AFI programs, advocacy initiatives, and events
- Manage digital filing and data management systems on DropBox and Google Drive
- Manage record keeping of AFI's artist roster and pro bono services provided
- Manage accounting through QuickBooks, including bill payment, donations, receipts and invoices

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- Copywriting and copy editing for website, social media, and white papers

## **REQUIRED QUALIFICATIONS**

- Undergraduate degree required
- Demonstrated commitment to advancing human rights
- Highly organized and extremely detail oriented
- Self-motivated and resourceful
- Works well independently and as part of a team
- Ability to communicate effectively and to present information in a concise and organized fashion in both oral and written form
- Demonstrated ability to multitask, track timelines and deadlines, and prioritize projects in a fast-paced environment

## **PREFERRED**

- Work experience preferred, especially in small non-profit setting
- International experience a plus
- Strong command of a foreign language a plus
- Familiarity with Quickbooks, Dropbox, Canva, DropBox, WordPress and Adobe Creative Suite preferred

**JOB TYPE:** Full-time.

**SALARY:** \$38,000 – \$42,000

Please apply by sending a single PDF document, containing a cover letter and resume, and saved as "Last Name, First Name Coordinator Application" to [ashley@artisticfreedominitiative.org](mailto:ashley@artisticfreedominitiative.org). Applications will be reviewed on a rolling basis.