



Executive Assistant & Board Liaison

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain a welcoming environment for all - artists, staff, volunteers, and patrons - that advances the principles of inclusion, diversity, equity, and access (IDEA) that are central to how we work and serve our community.

Position Summary

Reporting to the President & CEO, this position manages high-level executive operations, supports organizational strategic goals, and acts as the primary liaison to the Board—facilitating communication, governance processes, and committee coordination. Operating with the utmost discretion and meticulous attention to detail, this individual represents the President & CEO as a trusted and inclusive ambassador to staff, board members, donors, volunteers, and the public.

Responsibilities

Executive Office Administration

- Manage daily administrative operations of the President & CEO, including scheduling, calendar and communication management, preparation of agendas, presentation materials, action-item tracking, and travel arrangements as needed
- Serve as the primary operational conduit to the Executive Leadership Team
- Project management tracking including monitoring progress on deliverables from senior leadership and cross-departmental action items
- Support the President & CEO in preparation for meetings and speaking engagements, etc.
- Create, edit, and proofread high-quality correspondence, memos, and key stakeholder communications on behalf of President & CEO
- Records and reconciles expenses on behalf of the President & CEO
- Anticipate the needs of the President & CEO and proactively identify solutions before issues arise
- Process and collect data for financial audits, grant reporting, and projects as needed
- Provide event planning and hospitality for visits with high-level colleagues, partners, and guests
- Act as a welcoming, inclusive representative of the President & CEO for all staff, volunteers, patrons, and visitors

Board Governance & Liaison Responsibilities

- Serve as a main point of contact for the Board of Directors and Board Committees
- Coordinate schedules, logistics, and agendas for monthly board and committee meetings
- Create, edit, and update comprehensive board deck presentations in collaboration with the President & CEO
- Attend all board meetings to draft accurate, timely minutes.
- Maintain the organization's legal governance records including but not limited to: files, disclosures, acknowledgements and adherence to institutional bylaws, etc.

- Support new board member onboarding, governance documentation updates, and annual board cycle planning
- Foster seamless communication and preparation between the CEO, Board Chair, and individual committee chairs
- Other reasonable duties as assigned

Skills and Competencies

- Minimum of 4–5 years' experience as an executive assistant supporting senior leadership, managing projects, or leading operations
- Direct experience working with a Board of Directors, trustees, or a formal governance structure is highly preferred
- Mastery of Microsoft Office Suite and Google docs; digital record-keeping systems such as Tessitura or Spektrix
- High degree of emotional intelligence, strict confidentiality, sharp problem-solving skills
- Ability to work independently with minimal oversight in a fast-paced environment
- Impeccable written and oral communication skills with acute attention to detail
- A deep alignment with the organization's values of inclusion, diversity, equity, and access (IDEA)

Compensation

This is a full-time, exempt position earning an annualized salary range of \$67,000 – \$72,000 in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more!

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line.

*Applications accepted until September 7, 2026.