

TITLE: Program Coordinator

SUMMARY: The Program Coordinator is responsible for planning and coordinating all operational facets of ACT programs. Responsibilities include hiring, training, coordination, and supervision of artists and volunteers; scheduling of projects; ongoing project management; program data collection and analyzation, and review and evaluation of programs based on project and organizational goals. The Program Coordinator supervises interns and volunteers to ensure coverage and management of all programs and also works closely with the Executive Director and Advancement Director on fundraising, public relations, and administrative functions.

ABOUT ARTISTS CREATING TOGETHER (ACT):

Artists Creating Together (ACT) is a non-profit organization whose mission is to empower individuals with disabilities to learn, grow, and celebrate through the arts.

DUTIES AND RESPONSIBILITIES:

Program Responsibilities

- Daily management of programs and classes, hiring artists, tracking activities, coordinating volunteers, teaches and leads art projects or programs as necessary
- Evaluating programs (data collection, analyzation, and reporting)
- Researches ideas for new programs and collaborations or expansions (cost sharing models, fee based programming, contracts) (writing proposals/MOUs, creating budgets, invoicing)
- Recruits, trains/ tracks, places and supervises volunteers as needed for programs and other organizational needs, including recruitment and retention
- Oversees ACT's Intern Program, including recruiting, training, scheduling, and working with other staff to supervise interns
- Works with relevant event/program and board committees
- Participates in relevant learning & teaching opportunities, seeking new collaborative opportunities and contributing to the reputation of ACT generally in the community
- Long term/Big Picture Sustainable program planning and implementation

Other Administrative Responsibilities

- Assists Executive Director/Advancement Director on data analysis for fundraising
- Assists with administrative functions of the office, including answering phones, filing, program registrations, maintaining office materials
- Assists with public relations duties for the organization, including website, Facebook and other social media communications
- Assists with events as assigned, including donor cultivation and community events and fundraisers, including auction and luncheon
- Represents the organization as appropriate in media
- Works on special projects as they arise and as assigned by the Executive Director

QUALIFICATIONS:

- College degree. Background in the arts, arts management, education, or non-profit management preferred
- At least one year of experience with increasing leadership responsibilities (including program/project management and staff supervision)
- Ability to handle multiple tasks and priorities in a fast-paced office
- Self-starter, independent worker
- Ability to take on increasing responsibilities & leadership roles
- High-energy, detail oriented personality equipped to juggle multiple tasks at once
- Maturity and the ability to make decisions on his/her own during programs, and present a positive image to the public on behalf of ACT
- Track programs and artists for evaluation and payroll purposes
- Ability to problem solve, good listening/ 'thinking on one's feet' and able to give input on the bigger picture
- Ability to take initiative and see the "big picture", while at the same time attends to details
- Excellent organizational skills
- Ability to work with others
- Experienced and skilled in the use of software programs, such as MS Word, PowerPoint, and Excel as well as social media platforms (website experience preferred)
- Passion, energy and a willingness to learn
- Commitment to the vision/mission of ACT

ADDITIONAL QUALIFICATIONS:

- Must have reliable transportation on a daily basis for travel throughout Greater Grand Rapids and neighboring counties. (Transportation of staff/self in addition to art supplies and art)
- Some standing and lifting required
- Evening and weekend hours required weekly

BENEFITS: Salary commensurate with experience, PTO time and generous holiday schedules.