

Program Coordinator

Full Time

FSLA STATUS: Exempt

REPORTS TO: Director of Education & Artist Relations



RESOURCE DEPOT

JOB SUMMARY:

The Program Coordinator is responsible for assisting the Director of Education & Artist Relations with coordination and implementation of educational outreach and artist programs for Resource Depot, which focus on creative reuse.

GENERAL DUTIES & RESPONSIBILITIES:

- Design and implement various in-person and virtual educational programs for Resource Depot, including creating lesson plans, instructional videos, samples, assembling project kits, facilitating workshops and tours.
- Represent and/or present at community events for the organization, both on and off-site.
- Handle assigned administrative tasks for education programs, including preparing reports, coordinating with participants and partners, scheduling activities, and responding to phone and email inquiries.
- Assist with delivery of regular communication between Resource Depot and target audiences, including updating website content, creating e-newsletters and social platform content.
- Contribute to the accurate collection, maintenance and monitoring of program data based on specific criteria.
- Use strong communication skills to build and maintain positive relationships with other employees, volunteers, and the public.
- Keep program spaces, storage areas, and supply inventory clean and organized.
- Assist with events and support fundraising efforts for the organization.
- Other duties as assigned or requested.

SCHEDULE:

This is an exempt, full-time position with reporting hours scheduled Tuesday - Saturday based upon organizational priorities and tasks. Evening or additional hours may be required to complete specific duties and responsibilities outside of normal reporting hours.

WORKING CONDITIONS:

- Location of work is primarily in Create Space (a program workshop space) and GalleRE.
- Frequent physical effort will be required to move objects, sometimes as much as 40 lbs.

QUALIFICATIONS:

- Bachelor's degree in education, the arts, or environmental education, or minimum of two years of related instructional experience.
- Strong organization and time-management skills, with the ability to prioritize tasks and meet deadlines efficiently.
- Strong public speaking and communication skills (bilingual a plus).
- Ability to establish and maintain working relationships with co-workers, supervisors, other staff and the public.
- Must be a creative problem-solver, self-motivated and able to work both independently and in a team environment.
- Ability to operate tools and equipment listed.
- Commitment to mission of Resource Depot.

The ideal candidate will be an energetic, enthusiastic individual with creative teaching experience. Excellent organizational, time management and administrative skills and an ability to work well with the public are essential. Strong communication skills (both written and verbal) and attention to detail are required.

TOOLS AND EQUIPMENT USED:

The role involves using Microsoft Office Suite, Canva, Google Suite, copier/scanner, and phone, along with occasional use of social media (Facebook, Instagram, YouTube), Square POS, Wix, and Constant Contact. Creative tools like paper cutters, glue guns, and power tools are also regularly used.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

This job requires frequent standing, walking, handling objects, and reaching. The employee will also need to sit, talk, and hear regularly. Frequently, lifting or moving up to 25 pounds is required; occasionally up to 40 pounds. Work takes place in typical office settings and various indoor/outdoor sites with quiet to moderate noise levels. Reasonable accommodations are available for individuals with disabilities.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without accommodation.

Print Name

Signature

Date