

Program Coordinator

Part Time: 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 reuse and upcycling.

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 workshop and tours.
- Assist with GalleRE and other program tasks as assigned.
- Represent and/or present at community events for the organization, both on and off-site.
- Perform administrative functions for education-related activities as assigned, such as reporting, correspondence with artists and partnering organizations, scheduling program activities and responding to phone/email inquiries.
- Assist with delivery of regular communication/publications 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.
- Using excellent communication skills, establish and maintain effective working relationships with other employees, volunteers, officials, and all members of the general public.
- Maintain the overall cleanliness of program spaces and storage areas.
- 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 and GalleRE.
- Occasionally physical effort will be required to move objects, sometimes as much as 25 lbs.

QUALIFICATIONS:

- Demonstrated experience in providing art instruction, preferably to school-age audiences in either formal or in formal settings. Additional experience with environmental education/upcycling/STEAM a plus.
- Must be a creative problem-solver, self-motivated and have the ability to work both independently and in a team environment.
- Must have organization and time-management skills, including ability to multi-task to meet deadlines.
- Strong communication skills and ability to establish and maintain working relationships with co-workers, supervisors, other staff and the public.
- 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:

Personal computer and software including Microsoft Office Suite, copier/scanner, and phone. Organizational programs/platforms including Square POS, Wix, Constant Contact, Canva and Nonprofitcore CRM system. Other creative tools & equipment (paper cutter, power tools, etc.) are regularly used.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit; talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Work is performed both inside in normal office conditions as well as in other sites, both indoor and outdoor. The noise level in the work environment is generally quiet to moderate.

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