



## **JOB DESCRIPTION | COMMUNITY & OSA COORDINATOR**

Direct Supervisor: Chief Program Officer

Full-Time, 40 hours equivalent per week. This position requires 4 days weekly of in-person evening work (3:30-9pm Monday-Friday) and occasional weekend work, as well as occasional daytime virtual and in-person meetings.

### **WHY WE NEED YOU**

The Community & Program Coordinator plays a key role in delivering Living Arts Programming, especially the Out-of-School Arts (OSA) Program. They are the main point of contact for youth, families, and the community in the OSA and as such, will coordinate all student registrations and communications with participants. They also will participate in key community engagement initiatives, including the bilingual Parent Advisory Council. They will provide on-site coordination 4 days per week at the program site and occasional partner locations.

### **ABOUT LIVING ARTS**

Living Arts engages Detroit youth, teachers and families in transformative experiences in the performing, visual, literary and media arts. Through artist residencies in schools across Detroit and robust out-of-school offerings focused in Southwest Detroit, we increase youth's academic achievement, develop their leadership and artistic skills, and strengthen our schools and communities.

### **RESPONSIBILITIES + FUNCTIONS**

#### **70% - OSA On-site Program Coordination & Family Communications**

- **Registration Coordination**
  - Launch, oversee implementation, and close-out Out-of-School Arts (OSA) program terms, including all communications and coordination with program families and youth.
  - Coordinate the OSA enrollment process, including creation of program schedule document, preparation of the website enrollment process, student placement and sorting into classes based on the Sorteo Process, preparing & maintaining an attendance system, and maintaining a coordinated system
  - Answer all questions from youth and families, sorting registrations based on priority, and announcing all registration results to families and Teaching Artists.
  - Coordinate data entry into Salesforce and ensure up to date records.
  - Manage and shift OSA enrollments as necessary, with partnership from TAs and program staff on issues of level placement, including the management of wait lists. Communicate all shifts with families.
  - BQI Camp: Carry out registrations and confirmation communications for all Brightmoor Quality Initiative (BQI) Camp applicants - an initiative from our Detroit Wolf Trap program. Develop a check in system, and generally support program operations during the BQI Camp.
  
- **On-Site Program Coordination**
  - Oversee 4 days per week of on-site OSA Programming, welcoming participants to the building, ensuring safety of all participants, supporting Teaching Artist needs, answering any questions, and generally ensuring the smooth operation of programs on site.
  - Provide coordination and assistance to all in-class issues such as behavior management, coaching TAs with daily challenges, interpersonal conflict, and questions/issues from families.
  - Coordinate the setup before classes and cleanup after classes, including ensuring that the facilities are cleanly and organized, trash is taken out, and supplies are replenished as needed, as well as unlocking the premises before classes and securing/locking premises after classes.
  - Ensure up-to-date OSA attendance records, in partnership with Teaching Artists.
  - Create incident reports for all situations requiring a report to superiors, such as injury, altercation, intervenience of law enforcement, and more.



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- o Monitor youth/adult activity in waiting areas, ensuring a safe and healthy environment.
- o Check in with Teaching Artists before and after classes, provide support, raise issues to supervisors to pull people together for solutions.
- o In case of an emergency, follow all emergency protocol and ensure program participants are informed and follow emergency plans.

### ● **Community Engagement & Coordination**

- o Be the point-of-contact for all OSA program participants, including youth, families, and Teaching Artists. Navigate conflict and bring issues to the attention of Program Manager and/or Program Director, as appropriate. Communications are expected in Spanish and English.
- o Coordinate with Program Manager on class-specific communications to send out to families.
- o Coordinate, announce, and implement the tuition payment process with families, including managing scholarship approval, sending tuition and costume fee invoices, process tuition and costumes payments of credit card and cash through the Living Arts QuickBooks Online account.
- o Develop and disseminate bilingual Spanish/English program communications so all families, youth, and teaching artists are aware of upcoming dates, deadlines, and other important issues.
- o Participate in the facilitation of the bilingual Parent Advisory Council (PAC), ensuring adequate planning and budgeting by the group, providing guidance and deadlines, assisting with recruitment, representing the group and their initiatives/issues to org staff, and overall facilitating the success and voice of the PAC. Ensure strong voice and autonomy of the council.
- o Coordinate communications to families and Teaching Artists in the case of cancellation of classes due to weather or other situations.
- o Represent Living Arts programming at community and professional events, including recruitment if necessary.

### ● **Performances and Events**

- o Participate in the planning and implementation of the Annual Student Dance Showcase and other OSA events such as an Art Exhibition, YDE Show, community performances, and more.
- o Be the primary contact for families and youth participating in the events, including developing materials to communicate expectations and schedules, hosting orientations for large events like Showcase, and coordinating their participation.

### **20% - Program Planning and Strategic Support**

- Support the documentation of all programs through photo, video, testimonials, and other methods. Collect and organize all files in the shared drive so they are easily accessible to LA staff.
- Participate in conversations regarding program design, development, execution, and evaluation.
- Support the Director of Education in the coordination of the collection of OSA program metrics, data, and evaluation as directed by the Director of Education, or otherwise support the carrying out of these tasks as directed, including accurate data entry.
- Inform the Chief Program Officer of any issues that require their attention or any issues beyond ground-level program operations, which may include but is not limited to:
  - o Questions about overall budget
  - o Approval for purchases over \$100
  - o All incidents in class involving physical and interpersonal conflicts
  - o Larger concerns of program design and/or funding priorities and needs
  - o Anything regarding decisions made from administrative superiors in the organization (send it "back up the ladder")



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### **10% - General**

- Support the long-term goals and objectives of Living Arts as determined by the Executive Director and Director of Programs.
- Attend and Assist with special events, totalling no more than eight a fiscal year.
- Attend Staff and Program Meetings
- Other duties as assigned.

### **DESIRED QUALIFICATIONS**

High School diploma required. Competency in reading, writing, speaking, and listening in both English and Spanish required. Strong conflict resolution skills, in both interpersonal and inter-organizational contexts. Ability to accurately enter and manage data, including a complex registration system, as well as the ability to manage simultaneous tasks is required. Ideally, a candidate has a passion for the arts, community building, and administrative work, as well as knowledge and/or experience living or working in Southwest Detroit. QuickBooks Online experience a plus but not required.

### **SALARY & BENEFITS**

The salary range for this position is \$40,000 to \$45,000 with benefits.

- Benefits include medical, dental, optical insurance, life insurance and short-term disability. Retirement benefits are available after one year of employment.
- All full-time employees are eligible for benefits and Living Arts covers 50% of medical, dental and optical insurance for employee's dependents.
- Living Arts offers flexible paid time off, from the first day of employment (similar to unlimited paid time off but with some parameters). Additionally full-time employees receive 18 paid holidays, which includes 6 days for religious/spiritual observance.
- We also offer a flexible work schedule and remote working options depending on the requirements of the position.

### **HOW IS SUCCESS MEASURED?**

Through the timely and effective coordination to ensure smooth operations of daily programming, especially on-site programs at the Out-of-School Arts program; Through the implementation of accurate, efficient, and organized systems for program enrollments; effective leadership and facilitation of key community engagement initiatives including the bilingual Parent Advisory Council; communicating enrollment results to participants with accuracy and efficiency; and being an effective main point of contact for parents, families, and youth participating in the Out-of-School Arts program.

### **CONTACT US**

Please submit your written application to [Jobs@livingartsdetroit.org](mailto:Jobs@livingartsdetroit.org).

Living Arts is an equal opportunity employer and joyfully welcomes applications from people of color, people with accessibility needs, underrepresented genders, active service members/veterans, and LGBTQIA+ people.

The Living Arts office and programming spaces are ADA accessible.

Haga clic aquí para ver este anuncio de empleo en español.



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For more information on Living Arts please visit [www.livingartsdetroit.org](http://www.livingartsdetroit.org).

If you are interested in becoming a Living Arts Teaching Artist please visit our website. [www.livingartsdetroit.org/teaching-artist-inquiry-form](http://www.livingartsdetroit.org/teaching-artist-inquiry-form)