Job Title: Jubilee Arts, Program Coordinator

Schedule: Part-time position, 25 hours a week, Monday-Tuesday 2:45p-7:45pm, Wednesday-Thursday 2:45-5:45pm, remaining hours flexible to accommodate attending community meetings, events and promotional opportunities. Position is $19,500 annually and expected to start with anticipated hire date in early April 2019.

Purpose: To coordinate outreach for all Jubilee Arts programs and run daily operations of Jubilee Arts classes.

To apply: Email resume and cover letter specifying why this position is good fit for your interests and work experience to info@jubileeartsbaltimore.org before Tuesday, March 12, 2019

Duties:

Program Operations
- Build positive relationships with all youth and adult participants to maintain and increase retention in Jubilee Arts classes
- Collect registration forms for each participant and record attendance
- Maintain safety by locking up building after end of programming two days a week
- Support classroom instructors with classroom management as needed
- Coordinating volunteers who assist with dinner and classes

Outreach
- Fill each class during the Jubilee Arts session schedule with a minimum of eight students in each class
- Attend all local community meetings to promote organization and build partnerships: Upton Improvement Council, Reservoir Hill Improvement Council, No Boundaries, Druid Heights **attend 3 of the 5 per month, rotate which meetings you attend
- Attend local school-community meetings to promote organization and build partnerships
- New Song Academy, Eutaw Marshburn, Gilmor Elementary, Mt. Royal, Paintbrushes, Booker T
- Build and maintain relationships with partnering organizations
• Four times a year reach out to all local businesses, organizations, schools and churches to circulate Jubilee Arts literature and recruit participants
• Post to social media platforms 3-4 times as week to promote organization and classes
• Lead promotional efforts for special events and projects led by the organization
• Seek out and strategize new partners that are beneficial to Jubilee Arts
• Maintain partner relationships by setting up face to face meetings and email correspondence
• Post upcoming classes on local calendars and relevant websites, create Facebook events to promote classes
• Flyer Surrounding neighborhoods with door hanger promotional materials
• Call past participants to remind them classes are starting again!

Event Planning
• Assist program director with event planning of field trips and fundraising events
• Plan, organization and implement quarterly end-of-session celebrations

Data Entry
• Enter registration forms into Master Data Spreadsheet

Required Skills, Experience and Qualifications:
• Minimum of 1 year of (professional or volunteer) experience in customer service
• Effective communication (verbal and written), interpersonal and organizational skills along with problem solving abilities
• six months of experience (professional or volunteer) working with youth within under resourced communities
• Ability to attend to multiple projects with a productive, positive, and patient attitude, and fulfill responsibilities with minimum supervision
• Dependable computer and email access, proficiency with internet, Microsoft Word, Excel, & Google Drive

Preferred Skills
• Passion for art and community
• Teaching experience
• Personal car, current driver's license

Note: Due to the nature of this position, incumbent will be subject to a background check.