



Job Description Program Coordinator

Art with a Heart, Inc. (AWAH) is a non-profit organization whose mission is to enhance the lives of people in need through visual art.

The role of the **Program Coordinator** is to support the work of the Program Directors and help ensure efficient operation of AWAH's core programming. Reporting to the Co-Program Directors, this position plays a vital role in ensuring the successful implementation of AWAH's core programming. The Program Coordinator should have the following professional qualifications and personal characteristics:

- A keen interest, genuine passion for, and deep personal commitment to AWAH's mission.
- Bachelor's degree with a background in visual art preferred.
- Prior teaching experience preferred.
- Outstanding project management, critical thinking and problem-solving skills.
- Exceptional people skills to include relationship building, listening, coaching, and interpersonal skills.
- Ability to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Flexibility to create and/or execute ideas in a new or ambiguous environment.
- Ability to work effectively in collaboration with diverse groups of people.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- Positive attitude, impeccable integrity, solid judgment and strong work ethic.

Duties and Responsibilities

Operational Support

- Support the overall growth, development and coordination of core programming and its activities with specific support of the in-school Program Director
- Help coordinate teacher and assistant interviews, contact references and ensure completion of background checks, as necessary
- Help manage efficient communication with a variety of constituencies
- Help ensure program activities operate within the standards of the organization and guarantee strict compliance with all relevant professional standards and educational goals

Program Support

- Assist in the development, implementation, and evaluation of programming projects and curriculum
- Assist in the efficient and effective coordination of the delivery of services among various core programs

ART WITH A HEART

- Attend resource/internship fairs and networking events to promote the organization and meet potential partners
- Anticipate, understand and respond to the needs of AWAH's internal and external stakeholders

Administrative Support

- Schedule and organize classes, meetings and professional development opportunities; draft appropriate agendas, as necessary
- Draft MOUs, letters of intent, quotes, program proposals, site partner agreements and reports for the review and approval of the Program Director
- Prepare and process billing and necessary paperwork for core programming
- General data entry, as needed

Technical Skills

- Microsoft Word, Excel, and PowerPoint
- Gmail, Google Calendar, and Google Docs
- Experience with or willingness to learn Constant Contact, Jotform, InDesign, Photoshop, Wordpress
- Facility with Apple products