



Job Description

Position Title: Program Coordinator

Department: Programs

Reporting to: Community School Director

Employment Type: Part-Time and Full-time opportunities available

ABOUT URBAN ARTS PARTNERSHIP (UAP):

Urban Arts Partnership (“UAP”) is a nonprofit organization whose mission is to provide students from low-income communities with a quality 21st century education that is rooted in the arts and technology. UAP was founded in 1991 on the belief that creativity is essential to human development and lifelong success. We believe that the status quo in classrooms needs disruption if we are to succeed in preparing them for a fast-changing digital age. Learn more at www.urbanarts.org.

POSITION SUMMARY:

The Program Coordinator position will assist the Community School Director (“CSD”) with community cultivation and direction of the day-to-day operations for UAP programs taking place at one of our partnered Community Schools. They will be an integral part of the school community, and will report directly to the CSD. The Program Coordinator will work collaboratively with UAP’s program department and school-based staff to support the key pillars of the community school initiative and advance UAP’s strategic goals. The ideal candidate will have experience in youth program management; excellent communication and project coordination skills; prior administrative experience; and familiarity with the NYCDOE.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordination and UAP Program Supports

- Provide daily administrative and logistical support for all UAP lead projects.
- Manage student engagement and attendance in all UAP related activities within the school community as they are developed.
- Supervise part-time UAP Teaching Artists (“TA”) staff; track program against schedule, budget, objectives, report back to supervisor.

- Ensure fidelity and maintaining and building high standards to UAP programming expectations.

Community Cultivation

- Cultivate and strengthen relationships with school administrators through frequent communication
- Assist in engaging parents and the school community through participation in family meetings, workshops and student interventions.
- Assist in the planning and organizing of community wide events with purpose of ongoing needs assessment, engaging the community and external communities and providing positive public relations for the school
- Participate in UAP based staff meetings at office headquarters as required

Data Collection & Documentation

- Data collection / monitoring, using Skedula, or other UAP and school based data collection tool ie. (Attendance; Service Referrals, anecdotes etc)
- Assist with conducting annual needs assessment and community map - through face to face connections with people, institutions and resources in the community - and monitor over time to ensure the program offerings are updated to address emerging and evolving needs.
- Contribute to the maintenance of google doc folders of all documentation related to community school initiatives to be available for site visits, public relations, etc
- Assist with budget tracking and Salesforce approvals as required.

Other duties as assigned by the supervisor.

REQUIREMENTS:

- Excellent written and oral communication skills
- Excellent time management and organizational skills
- Detail-oriented
- Comfortable prioritizing and executing a high volume of administrative tasks
- Strong computer skills, including proficiency in Google Suite and Salesforce
- Works effectively with people with diverse styles and backgrounds
- Demonstrated ability in community outreach, organizing and youth development
- Ability to receive and process deliveries of materials weighing up to 25 lbs and travel to school sites around NYC
- Must be able to complete and pass an NYC DOE background check

PREFERRED QUALIFICATIONS:

- Knowledge and experience of arts education programs
- Knowledge and experience working with public schools
- Interest in using the arts and technology to advance student education

The Program Coordinator will be expected to work in-person at one of UAPs partner school sites within Washington Heights, NY.

MORE REASONS TO WORK AT UAP

- Medical, Dental, Vision and Life Insurance
- Generous PTO benefits, including Summer Fridays in August
- Flex Spending Account (FSA) or Health Saving Account (HSA)
- Pre-Tax Commuter Benefit
- 401k Retirement Plan + Company Match
- Office Snacks, Coffee/Tea, Casual Dress and Alternative Work Spaces

TO APPLY:

Interested candidates should send a cover letter, resume and salary expectations to programjobs@urbanarts.org with “Program Coordinator” in the subject line and list if you are interested in “Part Time” or “Full Time”

UAP is an equal opportunity employer.

Women, minorities, and people with disabilities are encouraged to apply.