



Job Title: Program Coordinator
Supervisor: Executive Director

This position will energize and strengthen programs and services for youth, increase awareness and quality measures in partnership with teaching artists, and provide strong organizational and administrative support. The program coordinator position will support all organizational departments. We seek a strong communicator with 3+ years of experience working for a nonprofit or company. Our team is seeking a member who brings new ideas, executes them from start to finish, and continually looks to innovate.

The responsibilities of this position include:

Administrative

- Respond to clients within 48 hours of communication and inquiries to maintain high customer service standards.
- Maintain accurate reporting on all arts in education projects and provide timely reports.
- Generating written reports, maintaining and administering evaluation reports of programs.
- Create, organize, revise, and distribute informational reports as needed.
- Reviewing and organizing contracts, invoices, district RFPs, and all other paperwork as needed.

Programs and Services

- Recruit and direct volunteers in supporting educational initiatives
- Serve as an ambassador for the organization at events and activities to increase awareness for the YAH mission, programs and services
- Serve as point of contact for weekend events
- Create and source new contact and email lists to increase YAH awareness and support
- Photograph and document required programs, catalog, and document to shared server
- Oversee weekend and evening public programs and culminating event activities while engaging and leveraging volunteer time to ensure success
- Use the educational and artistic rubrics to assess the quality of programming, provide reports and feedback
- Cultivate new opportunities to support and meet earned income revenue goals
- Maintain, strengthen, and create/establish new relationships with key educational and community stakeholders
- Assist with artist management and training and other duties as assigned
- Produce annual catalog of programs and artist contract renewals
- Update website and Overture to ensure accuracy of program content and quality
- Collect and document programs for reports, grants, and marketing materials
- Create monthly program highlights email according to YAH brand standards
- Schedule performances, workshops, and residencies as needed

- Assist the Operations Coordinator and Bookkeeper with invoice collections and timely distribution of invoices
- Assist the Operations Coordinator with bi-weekly artist pay
- Answer phones, field questions, produce quotes as needed
- Produce dynamic themed program flyers and marketing materials
- Produce social media posts weekly and respond to all social media comments to increase YAH awareness and support
- Maintain accurate and compliant district RFP records
- Update Overture artist media pages, checking for accuracy and requesting and sourcing updated media for pages

Reporting

- Assist Young Audiences Executive Director in grant report writing as needed.
- Provide evaluation reports, testimonials, and photo documentation from the field to strengthen grant reports and requests.

Special Events

- Provide backup collaboration and support for other related development duties and fundraising efforts initiated by the Executive Director.
- Other duties as assigned.

Communications

- Draft, edit, and publish weekly social media posts for public programs and events
- Adhering to and overseeing the quality of Young Audiences branding and guidelines in all printed and electronic materials.
- Provide the Executive Director with monthly newsletter content and calendars.
- Create infographics and print media related to programs.

Qualifications

- Bachelor's degree in education, arts, communications, or related field preferred
- Spanish speaker a plus and ability to translate social media and marketing materials
- Track record of proven results through generated revenue and contracts
- Ability to handle a high volume of telephone and email interactions and promptly respond with a high level of customer service
- Experience with nonprofit organizations a plus
- Ability to multi-task, organize and prioritize responsibilities.
- Superior written and verbal communication skills, including grammatical accuracy
- Person with strong leadership, maturity, and communication skills

This position will require occasional weekend and evening work for special events or program support.

Technology Knowledge: Canva, Social Media Platforms, Wix, Salesforce, Microsoft Office, Apple computer systems.

Ability to lift 35 pounds and stand/sit for long period of time.

Must have reliable transportation and a vehicle to attend off-site events and activities and run office errands and applicable insurance.

To Apply: Send Resume, Salary Requirements, and (3) Professional References

Email: yahou@yahouston.org

No phone calls.