

TACAW

POSITION DESCRIPTION

POSITION TITLE: *Education Coordinator*
REPORTS TO: *Director of Education*
WORK SCHEDULE: *40 hours per week, mostly afternoon and evening*
STATUS: *Full-time, Exempt*
COMPENSATION: *\$57,800*
BENEFITS: *Health Care (100% of employee, 60% of dependents), ski pass, comp tickets, PTO & sick leave, employee retirement match*

DEADLINE: *THIS POSTING WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED ON A ROLLING BASIS.*

POSITION SUMMARY

The Education Coordinator facilitates the programming, scheduling, and space usage for TACAW's youth facility. The Education Coordinator also carries forward scheduling and in-depth planning of TACAW's arts education programs, and coordinates logistics in preparation for and during the execution of events. They serve as a key liaison between TACAW's education team, TACAW vendors, partner nonprofits, and families related to the youth facility and associated programs. The Education Coordinator is also responsible for logistics and functions related to the drop-in space at the youth facility. It is anticipated that the Education Coordinator will typically work from 1 PM to 9 PM Monday through Friday to align with the operation of the TACAW youth facility. This role is heavily involved in maintaining healthy community partnerships in the region.

PRIMARY RESPONSIBILITIES

1. Maintain appropriate staff-to-youth supervision at the youth facility, ensuring the space is safely staffed at all times
2. Serve as the lead for communication with program partners, families, and youth
3. Schedule TACAW's enrichment-based programs: afterschool and summer programs
4. Coordinate space usage and needs, including scheduling with partners, vendors such as cleaning and maintenance staff, and supplies as needed
5. Oversee scholarship and registration processes for enrichment programming, tracking fulfillment rates to ensure equitable access
6. Manage registration for all programs as applicable; manage drop-in registration and waivers
7. Lead or co-facilitate educational programs related to the performing arts
8. Support marketing for events and programs
9. Collaborates with Director of Education to oversee Arts Influencers, teen student ambassadors
10. Collaborates with the Director of Education on contracting and payment of temporary hires: i.e. teaching artists, Arts Influencers, nonprofit partners
11. Collaborate with the Director of Education to track the Education program budget
12. Track pertinent data regarding educational program impact

13. Serve as an integral member of the TACAW team, participating in overall goals and assisting in creating a culture of working together to achieve the mission of the organization.

SECONDARY RESPONSIBILITIES

1. Represent TACAW at community events to promote educational endeavors
2. Participate in Board Committee meetings and community partner meetings as needed
3. Exhibits appropriate phone, email, and in-person etiquette and responds to phone and email messages in a timely fashion
4. Evidence good work habits including but not limited to being on time, arriving prepared for meetings and events, being responsive, and following through on all patron and staff requests
5. Exhibits a positive attitude when engaging with patrons, donors, and fellow staff.
6. Other duties as assigned

QUALIFICATIONS

A. Knowledge and essential skills

1. Bilingual in Spanish and English strongly preferred
2. Experience working directly with youth/adolescents, particularly in an educational, performing arts, camp, or youth-development setting
3. Excellent organizational and planning skills
4. Strong written and oral communication skills
5. Passion for the performing arts and a belief in the mission of TACAW
6. Willingness to wear many hats and be a team player
7. Understanding of educational concepts and teaching skills
8. Computer savvy including knowledge of Google Docs, Google Sheets, Word, Excel, PowerPoint, and other data management software

B. Minimum requirements: Essential functions and abilities

1. Bachelor's degree or equivalent experience in education, arts education, youth development, nonprofit management, or related field
2. Willingness to obtain certifications and training related to the role that TACAW provides
3. Must be computer savvy
4. Ability to work well with people from a variety of backgrounds.
5. Ability to work well under pressure in a fast-paced environment.
6. Must have a professional demeanor at all times.
7. Experience in articulating an organization's mission and programs.
8. Must be comfortable with a work schedule that largely includes evening hours: typically 1-9 pm with some weekends as needed
9. Must be able to carry 20 pounds for a distance of at least 50 feet.

C. Other Notes

- a. TACAW is not able to provide relocation assistance for this position
- b. Candidates must be able to pass a background check

- c. The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties performed by the personnel so classified Management reserves the right to revise or amend duties at any time.
- d. This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. Critical features of this job are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons.

TO APPLY

Tell us more about yourself by writing a cover letter that describes why you're the best person for this job. Send resume and cover letter to: education@tacaw.org