

## Youth Arts Program Coordinator

Charter Oak Cultural Center's Youth Arts Institute (YAI) is dedicated to providing wide access to the arts for Hartford youth and to strengthening family and community through professional and community arts programming. We do this by offering free, inclusive, visual art, music, theater and dance classes both onsite at Charter Oak and through partnerships — and by offering free family events that encourage life-long learning through the arts.

The **Program Coordinator** will ensure the efficient operation of the Youth Arts Institute (inventory, scheduling, database management, and communication with families). This role will interact with parents, students, staff, and community contacts to coordinate program logistics.

This is a great opportunity for someone who needs a flexible working schedule and is committed to social justice and advancing the education of our youth!

### Key Job Responsibilities

- Data management of attendance sheets, registrations forms, surveys, and activity sheets for students utilizing MS Excel and Google Sheets
- Review and screen applications, based on specific criteria, to create class lists rosters each semester
- Daily point of contact for family communication throughout the year, including schedule changes and attendance
- Manage inventory of snacks, art supplies, and instruments and alert director of needed supplies
- Collect and analyze data for grants and year-end reports using Excel pivot tables and charts
- Work with YAI Director in making necessary adjustments to programming when necessary, and coordinate volunteers accordingly
- Design online and printed flyers and brochures, using publishing software, and distribute to parents, students, and/or office
- Translate print materials for Spanish-speaking families; interpret for co-workers and Spanish-speaking families
- Occasional observation of online and in-person classes
- Act as YAI representative for occasional off-site classes and events

### Requirements for Consideration

- Bachelor's degree strongly preferred
- Previous experience managing an office or a complex program
- Excellent interpersonal and relationship building skills
- Organized, self-starter with the ability to multi-task
- Strong computer skills in Word, Excel, shared files and publishing software
- Must have self-transportation to travel within the community
- Bi-lingual (English/Spanish) preferred
- Ability to anticipate and problem solve programmatic issues
- Must pass background check

### Hours and Compensation

- *This is a part-time position (flexible week day 15 – 25 hours per week including one weekday evening)*
- Hourly rate commensurate with experience

Please submit cover letter and resume to:  
**Susan Mazer, Youth Arts Institute Director Charter Oak Cultural Center**  
Email to: [susanm@charteroakcenter.org](mailto:susanm@charteroakcenter.org)