



Program Administrator Contract Position Description

Youth Arts Alliance (YAA) is seeking a dynamic, organized individual to support administration and programming for our healing centered arts workshops. This contractual position is anticipated to start May 15, 2022 and to end December 31, 2022, with a possibility of renewal. Pay is \$23 per hour, with an expected average of 20 hours per week.

YAA firmly believes that access to high-quality arts experiences and education is a human right. We're committed to sharing healing-centered arts practices with youth artists, their families, and surrounding communities with local teaching artists' dedicated support and expertise. YAA programming invites connection, dialogue, and empathy, bringing us towards healthier, more just, collaborative communities.

This contractor will provide administrative and in-person support to the Founding Director, Managing Director, teaching artists, and community partners of YAA, as well as managing certain marketing needs. This role reports to the Managing Director.

The position is hybrid: remote and in person. The candidate can expect to work from home 50% of their hours during breaks in the annual programming cycles, with occasional in person meetings, and in person support at events such as workshop celebrations, fundraisers, and public events, as well as in person management of art and art supplies at the YAA office in Ypsilanti. The candidate will need to be able to have reliable transportation to YAA's office in Ypsilanti, and it is optimal if the candidate can also drive occasionally to partner sites in Jackson, Wayne, Washtenaw, and Monroe counties. The candidate must show proof of Covid-19 vaccination or relevant exemptions, to be eligible for in person work.

Required Skills and Experience:

- At least two years experience in an administrative role;
- Demonstrated ability to manage multiple projects simultaneously;
- Exceptional verbal and written communication skills;
 - Able to communicate effectively and appropriately with constituents and community partners of different backgrounds, education levels, socioeconomic backgrounds, racial identities, ethnicities, religions, gender identities, sexual orientations, and ages;
- Writing and proofreading skills
- Proficiency in GSuite (Google Drive, Google Docs, Google Sheets, Google Calendar).

Desired Qualifications:

- Passion for and involvement in the arts and/or an interest in working with youth;
- Working knowledge of Canva and/or Adobe Suite; and



- Working knowledge of project management platforms such as Asana and Slack.

Conditions

- Ability to lift up to 40 pounds (art supplies) for short periods of time, and carry them short distances.
- Reliable transportation to various partner sites throughout Southeast Michigan and to our Ypsilanti office.
- Candidate must own a reliable laptop that can connect to a printer.

JOB RESPONSIBILITIES:

Administrative + Operations - 70%

- Collecting, managing, and filing confidential information and programming documents (W9s, background checks, youth contact information, contracts, media releases);
- Tracking data and workshop impact through managing YAA's evaluation framework;
- Supply management: tracking art supply and office inventory; ordering supplies as needed; coordinating supply delivery to teaching artists; occasional driving to pick up or drop off supplies;
- Constituent relations: communication with community partners; preparing letters to donors; setting up meetings; answering website inquiries;
- Proofing written materials: promotional information, grant applications;
- Special projects as needed. For example, redesigning and reorganizing our teaching artist training materials and curriculum booklet.

Storytelling/Marketing - 30%

- Collecting, managing, and filing arts media (workshop photos, artwork scans, videos, audio);
- Documenting workshops/events as needed (photography using YAA equipment);
- Light graphic design work, to be used for social media, e-newsletters, promotional flyers, and our website.

HOW TO APPLY

Please send your cover letter and resume indicating your skills and experience to YAA Managing Director at lucy@youthartsalliance.org.

YAA is an equal opportunity employer. Qualified persons are encouraged to apply regardless of race, religion, color, national, social, or ethnic origin, age, sex, sexual orientation, record of arrest or conviction, gender identity or expression, height, weight, physical disability, military and veteran status, family or parental status. Candidates of color, women, LGBTQ+ individuals, and individuals with disabilities are encouraged to apply.