



Program Coordinator | Job Description

Position: part-time, permanent
Reports to: Executive Director

REACH is seeking a responsible, organized, nonprofit administrator with a diverse skill set and a dedication to education, working with youth and families, and promoting access and equity in the arts.

About Us

REACH Studio Art Center is a non-profit community art studio located in the REO Town District of Lansing, Michigan. REACH offers out-of-school visual art education for youth of all ages (2-18), and adults from the Greater Lansing Area, taught by local teaching artists.

Primary Responsibilities

- Serve as registrar and receptionist during program hours welcoming students and families, and overseeing all aspects of enrollment, registration, and attendance.
- Answering phones and responding to all public inquiries.
- Manage the registration database including session data set up and input, registrant and instructor data, reports and exports.
- Generate quarterly and annual attendance summaries and reports.
- Coordinate regular communications with program participants.
- Coordinates and manages all aspects of REACH's vast volunteer program including recruitment, fielding inquiries, training and scheduling.
- Assist with facilities management, supervising volunteers and interns with cleaning and maintenance projects.
- Proctor all program surveys to constituents; manually entering responses when handwritten.
- Assist with various aspects of program coordination and administration such as studio cleaning, communications with teaching artists, opening and closing duties etc.

Skills & Attributes

- Friendly professional demeanor and warm welcoming spirit.
- Excellent communication and organizational skills with attention to detail and strong work ethic.
- Ability to walk up and down stairs comfortably and carry up to 40lbs.
- Fluency with Microsoft Office and Google applications (docs, sheets, calendar, forms, etc.) required.
- Associate's or Bachelor's degree in the arts, humanities, education or relevant field of study plus 1-2 years of nonprofit administration experience strongly preferred.

Organizational Role

- Works closely and collaboratively with Program Director and Executive Director, as well as all staff, volunteers and teaching artists.
- Attends various REACH events throughout the year serving in an ambassadorial role to the public for both promotional and outreach efforts.

To Apply

Please complete and submit an online google form application at link below. Applications will be accepted until the **deadline of Wednesday, July 24, 2019**. Application includes a cover letter & resume to be uploaded at the end of the google form application below as well as a comprehensive employment history and list of references.

Link to application: <https://goo.gl/forms/1YCy7r9b0I4JrQ672>

REACH Studio Art Center is an equal-opportunity work place and as such does not discriminate on the basis of any identity or difference, promoting inclusion and valuing diversity in all forms.