JOB DESCRIPTION: PROGRAMS AND OUTREACH ASSOCIATE – PART TIME

BRONX COUNCIL ON THE ARTS
A pioneering advocate for cultural equity, the Bronx Council on the Arts (BCA) nurtures the development of a diverse array of artists and arts organizations, building strong cultural connections in and beyond the Bronx. BCA serves a constituency of some 1.4 million residents, 1,000+ artists and 250 arts and community-based organizations with cultural services and arts programs, including grants, workshops, arts advocacy, writers’ center and cutting-edge exhibitions. (www.bronxarts.org)

THE POSITION
Reporting to the Deputy Director for Grants and Programs, the Programs and Outreach Associate (POA) is responsible for supporting the work of the programs/grants department and for outreach and education efforts on behalf of BCA. The POA will maintain significant interaction with artists, arts organizations, community groups and others with the goal of informing constituents of BCA’s resources and opportunities. He/She also will provide support to the programs/grants department. To be successful in this role, the POA will need to have prior project coordination and administration. The ideal candidate will be comfortable interacting with diverse people, highly organized, self-motivated, detail and systems oriented, and an effective communicator and collaborator. This is an excellent position for someone who is looking to expand their career experience by joining a small, dynamic and growing arts organization.

Responsibilities:
• Support BCA’s outreach and education efforts to inform artists, arts organizations and other community partners about BCA’s resources and opportunities.
• Attend events on behalf of BCA and meet with diverse stakeholders.
• Field calls from various stakeholders and coordinate with staff for follow up.
• Attend tabling opportunities across the borough on behalf of BCA.
• Distribute flyers and other BCA literature at fairs, events, and other partner sites.
• Maintain a calendar of outreach activities, including upcoming community events, workshops, appearances and other communication opportunities.
• Maintain schedule of public programs and other support tasks.
• Set up monthly outreach goals and produce accurate and timely reports of outreach activities.
• Maintain data on program, grants, and outreach activities.
• Support the administration of public programs and grants activities.
• Other duties as assigned.

Position Requirement and Skills
• 2-3 years of experience in programs and project administration.
• Excellent communication skills. Strong verbal and writing skills in English. Knowledge of Spanish preferred.
• Be able to travel around the borough to visit outside sites and locations.
• Strong organizational skills. Proven ability to multi-task and prioritize work, and to plan and coordinate diverse activities.
• Experience working with immigrant populations in a community-based setting strongly preferred.
• Understanding of the arts environment in the Bronx and beyond a plus.
• Ability to work with a variety of people from diverse backgrounds.
• Competency in MS Suite, DropBox required, social media and Salesforce a plus.
• Detail oriented. Self-sufficient, proactive, and reliable.
• Comfort in a fast-paced, growing organization.
• Ability to work independently and as part of a team.
• Strong interpersonal skills and a good sense of humor.
• A commitment to BCA’s mission and values.
• Be available and willing to work evening and weekends, when required.

**Educational Requirements**
• Bachelor’s degree desired.

**Compensation** is commensurate with experience.

Please email your resume and a cover letter describing your interest in this position, salary expectations and how you heard about this opportunity. Materials should be e-mailed to bronxarts@bronxarts.org, with subject line “Programs and Outreach Associate.” No phone calls please.

Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

**Closing Date:** Position open until filled.