

## **Job Description**

### **Program Coordinator**

**Two open positions**



### **Organization Summary**

The Unusual Suspects Theatre Company's (US) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed.

Founded in the wake of the 1992 LA Uprising, US has grown from a small, volunteer-led youth intervention program into an award-winning leader in the fields of arts education, youth development, mentorship, and community building. After nearly three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County youth. Our overarching aim is to provide Los Angeles's BIPOC (Black Indigenous and/or People of Color) and incarcerated youth and their families with powerful platforms to express themselves, creatively explore personal and social conflicts, and heal. Through seven, healing-informed program models, US provides holistic prevention and intervention benefits, while working to open educational and career pathways for the over 1,600 Los Angelinos we engage annually (93% aged 9-19). Our free, place-based theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

The US is currently pursuing transformative action steps aimed to center our communities in all aspects of our work and bring Diversity, Equity, Access, and Inclusion (DEAI) to the forefront of our operations and programs. For more information, visit: <https://theunusualsuspects.org/>

### **Job Summary**

As a full-time, non-exempt position, the Program Coordinator will act as liaison between the Programs Department and Teaching Artists, School, Juvenile Halls and other site staff. The Program Coordinator is responsible for traveling to regional workshop sites throughout Los Angeles County for daily on-site support. The position supports all Program staff with general programming activities and daily program administrative needs, updating/maintaining data collection and assessment, and assists in outreach efforts for US workshops and events. The Program Coordinator will manage volunteers for all programs. Program Coordinator is a cross-functional position working with multiple departments. Reports to the Program Manager. Seeking to fill two Program Coordinator open positions.

### **Duties and Responsibilities:**

- Works at various sites on a daily basis to support the implementation of programs. Responsible for communicating with site staff and USTC Teaching Artists to ensure success of programming.
- Builds relationships with Site administrators, teachers, staff and all Teaching Artists and US Staff.
- Responsible for resolving any issues as they arise or seeking support to address them.
- Manages Volunteers by co-recruiting, co-training and scheduling them for various sites and programs.
- Present in the US office to interact with all staff and participate in team projects.

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- Collaborates with the Program Team to ensure that all contract deliverables and compliance reports are completed by Teaching Artists in a timely manner.
- Collaborates with the development and communications department regarding program assessment and data collection.
- Maintaining and filing all program documents, surveys, and confidential participant/alumni contact information and demographics electronically using Apricot Database.
- Preparing and distributing program materials, including workshop supplies, printed handouts, Teaching Artist (TA) supply backpacks, curriculum binders, and digital administrative files.
- Coordinating the delivery/pick-up of supplies and program materials to Teaching Artists, as needed.
- Gathering all performance information and documents from the Teaching Artists.
- Coordinator for printing flyers, scripts, and playbills for all performances/events.
- Archiving, organizing and maintaining all program communications materials: media, flyers, playbills, photos, and scripts. Preparing media for distribution to alumni.
- Transcribing youth testimonials from final reflection for use on the US website, newsletter, etc.
- Supporting Program Staff in storage unit organization and inventory, including front-of-house materials, props, costumes and technical lighting and sound equipment.
- Preparing materials for and attending culmination and performance events to support smooth operations of the performances and overall program coordination efforts.
- Collaborates with Artistic Teams in coordination of Technical and performance schedules and delivery of equipment and materials to sites in a timely manner.
- Assisting in preparing materials for Teaching Artist and Volunteer Mentor training.
- Coordinating the purchase and inventory of Program Department supplies.
- Attends weekly check-in meetings as assigned by the Program Manager. Makes themselves available for additional TA, Artistic Team, Program Team and or US meetings.
- Maintains flexibility adjusting to unforeseen circumstances and other assigned duties as needed.
- Maintains a professional and collaborative attitude in support of the program's ultimate goal; a successful, positive experience for the youth and all involved.

### **Desirable Skills & Qualifications**

- A Bachelor degree (BA, BS, etc.) and at least 2 years of work experience in a similar role is preferred.
- Detail-oriented with excellent communication, organizational, writing, and interpersonal skills.
- Works well with people in various communities, institutional and governmental organizations.
- Cultural competency to work with individuals from diverse backgrounds.
- Ability to work productively both within a team environment and independently.
- Embraces collaboration and flexibility and is able to manage multiple priorities while maintaining harmonious relationships.
- Must be a flexible, team player who prospers in a fast-paced work environment.
- Experience with or interest in theatre and youth arts education is a plus.
- Strong commitment to social change through community empowerment and the arts.
- Experience with database entry in CMS programs like Social Solutions' ETO or Apricot is a plus.
- General understanding of data entry and reporting.
- Proficient computer skills in Microsoft Suite and Google Suite applications.
- English/Spanish bilingual proficiency preferred.

### **Personal Qualifications:**

The candidate is dedicated to developing leaders and building coalitions. Exhibits a strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of The Unusual Suspects organization.

### **Physical Requirements & Work Environment:**

Must have a reliable means of transportation and a valid California Driver's license or I.D. Must be able to lift 30 pounds. Must be flexible while working in a fast-paced, non-profit environment. This position works in the US administrative office and at program sites and will have the option to work remotely on occasion.

### **Applicants for Employment:**

All applicants who are offered employment with The Unusual Suspects will be subject to a background investigation.

### **Salary & Schedule**

- \$50,440 annually. Non-exempt.
- Health benefits reimbursement of up to \$520 monthly.
- CalSavers - Roth IRA Program
- Cell phone, Internet and Mileage reimbursement.
- Accrued PTO; 15 vacation days per year and paid sick leave.
- Additional week off from December 24th through January 1st.
- Candidates are expected to work a standard 40 hours weekly and must be open to a flexible schedule, including some evenings and weekends.

### **Apply Today!**

Send resume and cover letter to [jobs@theunusalsuspects.org](mailto:jobs@theunusalsuspects.org). Include in the subject line of your email the title of the position in which you are applying. No calls please. Submit ASAP but no later than March 20, 2023.

### **Additional Information**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.