



Job Description

BILINGUAL PROGRAM COORDINATOR

Organization Summary

The Unusual Suspects Theatre Company's (USTC) 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, USTC 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 under-resourced youth. Our free, 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.

USTC is pursuing transformative action steps to center our communities in all aspects of our work and bring Diversity, Equity, Inclusion, and Access (DEIA) to the forefront of our operations and programs. For more information visit: theunusalsuspects.org.

Job Summary

As a full-time, non-exempt position, the Bilingual Program Coordinator will act as liaison between the Programs Department and Teaching Artists, the site, and on-site staff. The Bilingual Program Coordinator is responsible for traveling to local 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. Including; updating, maintaining, and assessing data collection, as well as assisting in outreach efforts for USTC workshops and events. The Bilingual Program Coordinator is a cross-functional position that works with multiple departments and reports to the Program Manager.

Skills & Qualifications

- Fluent conversational Spanish is required.
- Reliable means of transportation and a valid California Driver's license or ID are required.
- Detail-oriented with excellent communication, organizational, writing, and interpersonal skills.
- Cultural competency to work effectively with individuals from diverse backgrounds, as well as with a variety of institutional and governmental organizations.
- Ability to work productively both within a team environment and independently.

- Proactively manage responsibilities and take initiative to complete tasks with high accuracy, efficiency, and attention to detail.
- Experience with or interest in teaching theatre and youth arts education is a plus.
- Strong commitment to social change through community empowerment and the arts.

Duties & Responsibilities

- **Strong On-Site Program Coordination & Communication Skills:** This role requires frequent travel to program sites to serve as the key liaison between USTC, Teaching Artists, and site staff, ensuring clear, professional communication and seamless program delivery.
- **Bilingual Proficiency in Spanish and Cultural Competency:** Fluency in conversational Spanish is essential for translating materials and communicating effectively with diverse communities, requiring cultural sensitivity and the ability to work effectively across different backgrounds.
- **Initiative, Organization, and Data Management:** The coordinator must proactively manage tasks with high attention to detail, including maintaining accurate data in our content management software, Apricot, handling program logistics, and supporting daily administrative needs across departments. Works at various sites to support the implementation of programs. Responsible for communicating with site staff and USTC Teaching Artists.
- Builds relationships with site administrators, teachers, Teaching Artists, and USTC Staff.
- Responsible for resolving any issues as they arise or seeking support to address them.
- Ensure Teaching Artists complete all deliverables.
- Collaborates with the development and communications department regarding program assessment and data collection.
- Maintaining and filing program data electronically using Apricot Database.
- Preparing and distributing program materials.
- Coordinating the delivery/pick-up of materials to Teaching Artists.
- Supporting material organization and inventory, including front-of-house materials, props, costumes, and technical lighting and sound equipment.
- Translate program materials, communications, and workshop content between English and Spanish.
- Attends weekly program operations meetings, periodical I-on-I professional development meetings with supervisor, weekly All Staff meetings, and additional TA, Artistic Team, Program Team, and miscellaneous USTC meetings.
- Maintains flexibility, adjusting to unforeseen circumstances and other assigned duties as assigned.
- Maintains a professional and collaborative attitude, prioritizing the program's ultimate goal: a successful and positive experience for the youth and all involved.
- Other program duties, as needed.

Work Environment & Physical Requirements

- Must be flexible to work in a fast-paced, non-profit environment.
- This position works from the USTC administrative office on Tuesdays, Wednesdays, and Thursdays, with the option to work remotely on Mondays and Fridays.
- USTC uses consensus as its default decision-making process; all team members are expected to participate and contribute to this culture in a meaningful, critical, and collaborative way.
- Position is expected to work a standard 40 hours per week. Candidates must be open to working a flexible schedule, including occasional weekends evenings.
- Must be able to lift 30 pounds.

Applicants for Employment

- All applicants offered employment with The Unusual Suspects will be subject to a Live Scan background check.

Salary & Schedule

- Salary range: \$54,000 - \$58,000 annually, non-exempt.
- Over 6 weeks of Paid Time Off (PTO), including:
 - 3 weeks (15 days) of accrued personal PTO.
 - 2 additional weeks of collective PTO, 5 days in summer and 5 days in winter.
 - 2 personal days of PTO.
 - 4 weeks of collective remote work, 2 weeks in summer and 2 weeks in winter.
 - 11 national holidays of PTO.
 - Accrued sick PTO as designated by the State of California.
- Health benefits offered; medical, dental, and vision.
- CalSavers, a Roth IRA Program.
- Cell phone, internet, and mileage reimbursement.
- Annual stipend for professional development.
- Candidates are expected to work a standard 40 hours weekly and must be open to a flexible schedule, including some evenings and weekends.
- Flexible, supportive culture with a strong commitment to people over product.

How to Apply

Send resume and cover letter to jobs@theunusualsuspects.org with the subject line, including the position title and your name. E.g., "Bilingual Program Coordinator - John Smith." No calls, please. Deadline to submit is June 20, 2025.

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.