

CHICANO PARK

MUSEUM AND CULTURAL CENTER

Job Description

Job Title: Community Programs Coordinator

Pay: \$23.00-\$26.00 per hour

Full Time, Wednesday-Sunday (subject to change)

Benefits Included

About Chicano Park Museum and Cultural Center (CPMCC):

With a mission that seeks to, “educate and empower individuals to become agents of change in their own communities,” the Chicano Park Museum and Cultural Center (CPMCC) is a non-profit organization focusing on the exhibition, research, interpretation, and collection of contemporary and traditional Art (all art forms including music, dance, visual, theater, literary, multidisciplinary, interdisciplinary, film, video, multimedia etc), History, and Science, along with providing cultural events, activities and services.

The CPMCC provides educational programs, activities/ events for the public, including schools, including K-12 (public, charter, home and private), post secondary colleges, universities, specialty and trade); libraries; social services; health services; community development services centers and other public venues as well as utilizing social media channels and the organization’s website to provide facts, statistics, and other related data on the arts, culture, history, and sciences of Latino/a, Chicano/a, and Indigenous peoples of the Americas.

General Description

The Community Programs Coordinator is responsible for organizing and implementing programs involving event planning, outreach, volunteer coordination, and tracking program outcomes. The Community Program Coordinator organizes monthly events and workshops, facilitates a team of dedicated event volunteers, and provides administrative support regarding all programs and events. The Coordinator is in a public-facing role, interacting frequently with external organizations, educators, students, and members of the community to identify needs, support the development of programs, and coordinate resources. They will also play a supportive and at times leadership role with the CPMCC’s Turning Wheel Project. This position requires a person to have strong project management, conflict-resolution, clear communication, and organizational skills. The CPMCC has a collaborative culture; as with all staff, the Coordinator acts to support teamwork, open communication, trust, and respect among all relationships. This is a full time position that reports to the Executive Director and requires weekend and some evening work.

Responsibilities:

- Support the CPMCC’s mission, values, vision, and core commitment to the visitor experience, and community engagement.
- Organize monthly programs including exhibit openings, monthly *platicas* in collaboration with the artist featured in the Community Artist Gallery, events, workshops, and other programs.
- Plan and facilitate culturally relevant and empowering programming across all age groups on topics such as: Chican@ culture, history, STEAM (Science, Technology,

Engineering, Art, Math), content covering current Exhibitions, intergenerational knowledge, collective healing, ancestral traditions, regional environmental issues, etc.

- Support CPMCC's Summer Programs: Environmental Justice/ STEAM Youth Program, Internship Program, etc.
- Support the program coordination for the CPMCC's mobile classroom/ "barrio bus," Turning Wheel Project. This includes tasks related to fundraising, and all logistical matters including traveling with the Turning Wheel bus and event coordinating for Turning Wheel.
- Coordinating all aspects of community events and programs including coordinating vendors, artists, local businesses, etc.
- Coordinate with CPMCC volunteers. This includes recruiting, training and overseeing volunteers for events and programming.
- Track program success; provide accurate and thorough reports upon request including statistics on attendance numbers, costs, demographics, program impact measures, and budgeting reports from each program/ event.
- Monitor and document grant reporting processes, forms, templates, reports and data when necessary.
- Coordinating all program-related contracts and invoices and related paperwork and submitting for payment approval in a timely, transparent, and organized process.
- Ability to work and collaborate with community organizations and community members.
- Maintain a current and accurate database of vendor/artist contacts.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Working Relationships:

Internal: Executive Director, Executive Administrative Assistant, CPMCC Team Members

External: Community Members, Museum Guests/ Visitors, External Partnered Organizations

Required Qualifications/Experience:

- 2-3 years of relevant experience.
- Ability to work a flexible schedule, including evenings and weekends. Must be onsite and available to work during hours of museum operation hours.
- Demonstrates cultural competence and a history of building equitable and inclusive programming.
- Has a strong knowledge of the Barrio/Logan Heights community and its history of struggle and resistance.
- Strong organizational and attention to detail.
- Proficiency in computer systems and applications including Google Docs, Excel.

Preferred Qualifications/Experience

- B.A. degree in a related field preferred and/or 3-5 years of related experience.
- Proficient in Spanish.
- Current, valid CA Driver's License preferred.
- Excellent writing skills.
- Familiarity with the Chicano Park Museum and Cultural Center's mission and programs.

Working Conditions: Usual office-type working conditions. Light to moderate physical activity such as walking, standing, and lifting boxes is required.

Status: Non - Exempt

Equal Opportunity

Chicano Park Museum and Cultural Center (CPMCC) is an Equal Employment Opportunity Employer and believes in the value of diversity and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by federal, state, and local law.

Consistent with its obligation under the law, CPMCC will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

How to Apply: We invite you to apply for this position by visiting chicanoparkmuseum.org/jobs/

To be considered for the position, please submit your resume and cover letter along with your online application.

Application Deadline: June 21, 2024