

TURNAROUND ARTS: CALIFORNIA

PROGRAM & COMMUNICATIONS COORDINATOR

Co-founded in 2014 by renowned architect Frank Gehry and arts education advocate Malissa Shriver, [Turnaround Arts: California](#) (TA:CA) is a nonprofit organization that expands upon the Washington, D.C. based Turnaround Arts program in California. TA:CA partners with schools across the state that are under-resourced and predominantly populated by communities of color. The focus of TA:CA's work is to build the capacity of teachers and principals to leverage the arts in creating equity and access for all students, and to support whole-school transformation through the arts. TA:CA's drive for access and equity and its pioneering work make this organization a leader in the field of arts education. TA:CA partners with 26 schools spread from the state's southern to northern borders with representation in 17 school districts, reaching 15,000+ students through 750+ trained teachers and staff. Today, TA:CA represents nearly half of the [national Turnaround Arts network](#).

The Program & Communications Coordinator acts as a partner to the Turnaround Arts team as the organization builds sustainable organizational structures and processes to ensure success into the future. The Program & Communications Coordinator will provide general support in the following areas: support to the Executive Director, social media and other communications, as well as organizational and program operations. The Coordinator reports to the Executive Director, and supports the other key team members: the Program Director, the Senior Program Manager, and the Development & Communications Manager.

This role is key to the success of Turnaround Arts: California. The successful candidate is highly organized, responsive to a fast-paced environment, can work well independently and collaboratively, and is highly committed to social justice and creating equitable educational opportunities through the arts.

SPECIFIC JOB RESPONSIBILITIES

EXECUTIVE DIRECTOR SUPPORT (20%)

- Support Executive Director's short and long term goals and plans through weekly action planning and calendar management
- Assist with preparation of materials and logistics for staff, board and committee meetings

DEVELOPMENT & COMMUNICATIONS (35%)

- Support Development and Communications Manager to keep donor management system up to date and to process donations and acknowledgement letters
- Provide on-site support at high profile artist visits and events
- In collaboration with Development and Communications Manager, develop, implement and evaluate social media strategy to build community and raise visibility
- Create, design and distribute communications for school audiences, including event fliers and monthly newsletters, that support program goals. Support school partners by answering questions that arise from those communications

- Help to develop organizational collateral for the purposes of outreach and reports to donors

PROGRAM & OPERATIONS (45%)

- Process invoices, reimbursements, and check requests
- Assist with organizing, coding, and submitting receipts for monthly expense reports
- Coordinate staff travel arrangements
- Monitor admin email account and respond to or redirect inquiries
- Maintain highly organized digital and paper filing systems
- Annually update records about existing partner schools and support new school recruitment
- In collaboration with Senior Program Manager, coordinate logistics for virtual and in-person program related events
- Support Senior Program Manager to ensure the tracking, receipt and organization of reports and data submitted by school partners. Contribute to summarizing and reporting to our National partner when applicable.
- Complete other administrative duties, as needed

The Program & Communications Coordinator will have additional responsibilities and assigned special projects, as necessary. The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job.

This position may require occasional, local travel using the candidate's own car. This position is based in Los Angeles. While the team is currently working remotely, a partial or full return to the office in Playa Vista will be forthcoming. Proof of full vaccination (a physical copy or digital photograph of vaccination card) will be required at that time.

MINIMUM QUALIFICATIONS

- 3-5 years relevant experience; Or Bachelor's degree with 2-3 years relevant experience
- Demonstrated experience to perform the job responsibilities outlined above

REQUIRED SKILL SETS

- Highly organized, self-motivated team player, excited to play a critical role in a small team and contribute to meaningful, mission driven work
- Effective oral and written communication skills, demonstrating diplomacy and accuracy
- Ability to professionally format emails, letters, and other documents
- Familiarity with Microsoft Office Suite and Google G-Suite
- Ability to quickly adapt to changing circumstances and priorities, take appropriate initiative, and work independently
- Ability and willingness to learn and perform a variety of administrative tasks as shifting program demands require
- Experience with Adobe Creative Suite, Wordpress, and/or Mailchimp a plus
- Bilingual English/Spanish a plus

COMPENSATION

- Full-time, exempt position
- Competitive salary, starting at \$60-64k, based on qualifications and experience
- Benefits package including medical, dental, and vision insurance, 401k plan, paid holidays, and paid time off
- Mileage reimbursement for work-related travel beyond daily commute

AN EQUAL-OPPORTUNITY EMPLOYER WITH A COMMITMENT TO DIVERSITY

Turnaround Arts: California is proud to be an equity centered employer. We are committed to building a culturally diverse, collaborative organization dedicated to increasing educational equity through the arts. We seek to fill this position with someone who shares our values. We encourage all interested individuals to apply — especially Black, Latinx, Indigenous and People of Color; women; people from low-income socio-economic backgrounds; people with disabilities and people who are lesbian, gay, bisexual, non-binary or transgender, or anyone belonging to any other federal or state protected category

APPLICATION PROCEDURE

Submit the following materials to hr@turnaroundartsca.org with the subject line “Program & Communications Coordinator.” Only fully complete applications will be reviewed. No phone inquiries.

1. Cover letter demonstrating interest and ability to perform the job responsibilities outlined above; and
2. Resume demonstrating experience and education

Materials will be reviewed until the position is filled, with priority given to applications received by December 3rd.

NOTICE: All statements made on the application materials are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. All information contained herein does not constitute either an expressed or implied offer of employment. We reserve the right to reject any or all applications, or to terminate the selection process for any position without prior notice.