



## **Organization Description**

Project Create, founded in 1994, provides free arts classes to children living in emergency, transitional and long-term affordable family housing programs in Washington, DC. We are committed to enriching & transforming the lives of at-risk children by providing professionally-led arts experiences on a consistent basis. We believe the arts are essential to a child's development. They empower children to reach their potential by fostering critical thinking skills, creative expression, self-esteem, and social skills. At-risk children, specifically those living in emergency, transitional, and long-term affordable family housing, have little or no access to the arts. Project Create brings the arts to these children by working in partnership with social service organizations that offer family housing.

Project Create offers free classes in the visual, literary and performing arts to the children currently living in the family housing programs at Community of Hope and So Others Might Eat (SOME). Our classes are taught by local professional artists. Each class meets once a week for 15 weeks each semester (fall & spring). Class periods are for one to two hours, depending on the needs of our partner sites and the specific class.

Currently, Project Create partners with the following sites:

- Girard Shelter, Community of Hope, at 1413 Girard Street, NW
- Hope Apartments, Community of Hope, at 3715 2<sup>nd</sup> Street, SE
- Thea Bowman House, SOME, at 4065 Minnesota Ave, NE & 71 O Street, NW
- SOME Place for Kids/Independence Place, SOME, at 2800 N Street, SE
- Barnaby House, SOME, 740 Barnaby Road, SE

## **Job Description**

Project Create is currently recruiting a Program Coordinator to join our organization. The Program Coordinator will implement our after-school arts programs at our partner sites. Responsibilities include but are not limited to:

Program Management:

- Supervising teaching artists, program interns and volunteers for all classes
- Attending four classes per week in the afternoon or evening depending on schedule
- Coordinating class schedules with partner sites, teaching artists, volunteers and interns
- Managing participant information – participant registration and release forms, class attendance lists, etc
- Managing and purchasing art supplies for all classes
- Coordinating program documentation (photography, etc with teaching artists, interns and volunteers)
- Coordinating Annual Arts Exhibition and Showcase (June of 09, etc)

### Program Development

- Working with teaching artists, develop appropriate planning documents, including goals and lesson plans, for each class
- Coordinating field trips
- Assisting Executive Director with Program Evaluation, including planning and implementation
- Developing training sessions for teaching artists, interns and volunteers

Program Coordinator will work full-time, 40 hours per week. A flexible schedule is available, but individual must attend four classes per week, Monday through Thursday.

### Qualifications

- Bachelor's Degree required, Master's Degree preferred
- Two years of working with inner-city and/or at-risk children or youth
- Arts background desired
- Ability to work independently
- Enthusiasm for our mission and passionate about the children we serve
- Driver's license and transportation/automobile as many of our sites are not metro accessible and Program Coordinator is responsible for delivering supplies to all classes and sites.

Salary range is \$30,000 - \$35,000 per year, depending on experience. Benefits include health and dental insurance, and mileage reimbursement.

### To Apply

Please send a resume and cover letter to Marget Maurer with "Program Coordinator position" in subject line.

Email: [marget@projectcreatedc.org](mailto:marget@projectcreatedc.org)

Fax: 202-835-8376

No phone calls, please.

For more information about Project Create and our programs, please visit our website: [www.projectcreatedc.org](http://www.projectcreatedc.org).