



**Title:** School and Community Programs Coordinator

**Reports To:** Director of School and Community Programs

**Customary Work Hours:** Full-Time, with occasional evenings and weekends as needed for events.

**Customary Work Days:** Monday-Friday, with periodic weekends/evenings for meetings and events.

**Location:** This role is considered an in-field position with at least 75% of work occurring at the various Destiny partner sites. The majority of partners are based in Oakland, with some partners located in Berkeley, Richmond and San Leandro.

**Compensation:** \$65,000/year

## **ORGANIZATIONAL MISSION**

Destiny Arts Center's mission is to inspire and ignite social change through the arts. Since 1988, Destiny has been committed to supporting young people to express themselves, overcome challenges, and connect with others. All Destiny classes integrate our Creative Youth Development Framework and Warrior's Code, which center social-emotional learning and restorative practice. It encourages the development of creative, caring and empowered individuals through deep sharing, mindfulness and creative expression. We have seen that as youth connect to their own stories and that of their communities, they develop their skills as artists, global citizens, and advocates for peace in their communities and beyond.

## **PROGRAM AND POSITION OVERVIEW**

Destiny's School and Community Programs serves over 5000 youth in the Oakland and Greater Bay Area with Creative Youth Development programming annually. Currently, Destiny partners with over fifty schools, community organizations and early education centers to provide performing and movement arts. Our artist-in-residence model ensures that professionally trained Teaching Artists support young people in their artistic development throughout the entire year and sometimes in multi-year arcs, so that students can connect deeply with the art, their teachers and each other in a space that promotes safety, connection, mindfulness, creativity, empowerment and joy. As we know, sustained care from supportive adults over time, creates healthier, contributing, successful beings.

The goal of the School and Community Programs is to extend the mission of Destiny out into our community outside of the walls of Destiny. We do this by maintaining strong relationships with our funders, partners, teaching artists, families and students. This position plays a vital role in supporting program logistics to run smoothly, ensuring that our teaching staff and students are always supported and and recognized, maintaining strong communication with school and community partners, and upholding Destiny's values to foster safe, welcoming, and inclusive environments for youth.

## **DUTIES AND RESPONSIBILITIES**

### *Administration*

- Ensure regular schedules and program data are up to date in calendars, spreadsheets and forms, etc.
- Communicate regularly with teaching artists and partners to address scheduling changes, site requirements, and program updates
- Support program staff in maintaining tracking systems for multiple departments
- Assist with program survey administration, collection, and data entry
- Gather and update demographic information for all sites via surveys and research
- Maintain attendance tracking systems for staff at regular residencies, meetings and events
- Gather and enter data for reporting purposes into systems such as Cityspan and Salesforce
- Prepare documents for upcoming events and meetings and summarize meetings notes, post events
- Support the S&C Program Team with other administrative tasks as necessary and within capacity

### *Media*

- With support of the S&C Program Team, identify sites and/or Teaching Artists to focus media efforts on
- Map out a regular schedule for visiting sites to gather high quality media footage
- Upload and curate the current and archived database of S&C media
- Create Media content that shares the true impact of S&C on students, community and teachers, both actually and long-term - once a week spotlight and 3-4 longer term projects a year
- Create promotional materials for events and to more effectively communicate our program offerings

### *Support for Teaching Artists*

- Substitute anywhere from 0 to 10 hours a week of Destiny classes based on need after other TA substitute requests have been exhausted. Substitution can be in any suitable art form.
- In collaboration with the S&C team, create a number of pre-set class modules will be available for substitutes in the future to be able to easily step in and cover classes
- Provide assistant support in TA classes, as needed (Hours may vary anywhere from 0 - 10 hours per week)
- Supporting the implementation of performances and events, i.e. creating and providing promotional material, researching, ordering and disseminating supplies, organizing transportation

### *Community Engagement*

- Provide a touch point for caregivers at S&C sites
- Update and disseminate informational materials to go home to caregivers at all sites
- Distribute, receive and track photo releases for families
- Maintain a database of contact information for the families of students who are participating in Destiny recitals, so they can be kept up to date on the date information
- Along with all program support staff, provide on-going support for all major Destiny events (Love in Action, Company Spring Show, Moving for Peace and San Leandro Show)
- Support for all other S&C events and meetings will be spread across the S&C team to support

## **SKILLS AND EXPERIENCE**

- A strong commitment to the mission, goals and work of Destiny Arts Center
- Minimum of 2-3 years direct service experience with young people and an artistic field
- At least 1-2 years teaching in a classroom and ability to support students in a positive and structured manner
- Experience working with diverse youth populations
- The ability to practice cultural humility
- Well-organized, detail-oriented, and able to handle a variety of tasks
- Ability to work independently and efficiently, taking accountability for specific projects
- Ability to work in a team environment and work closely with others inside and outside the community
- Effective interpersonal skills necessary to interact with management, staff, students and parents/guardians
- Maintain consistent and professional communication through email, phone and in person
- Basic computer skills and familiarity with (or ability to learn) Word, Excel, Dropbox and Google Drive
- Knowledge and skill in using design and editing programs, such as Adobe CS and Canva
- Knowledge or willing to learn CSM systems such as ASAP, Apricot, City Span, and Quickbooks
- Ability to quickly adapt to new technology, automated systems, and databases
- Ability to work limited evenings and weekends, when needed
- Vehicle and valid driver's license required for position

## **APPLICATION PROCESS**

Interested applicants should submit a cover letter, resume, self-created video sample, and three professional references to [careers@destinyarts.org](mailto:careers@destinyarts.org) (include "School & Community Programs Coordinator" in the subject line). Please note we will review applications on a rolling basis. The position will remain open until filled.

## **EQUAL OPPORTUNITY EMPLOYER**

Destiny Arts Center does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.