

ASAP Program Coordinator

The After School Arts Program (ASAP) is a non-profit organization in Des Moines that provides high-quality arts programs at no cost to young people who otherwise lack access to arts programs outside of school. ASAP has been actively creating an arts community for young people for 14 years and has received recognition such as the Governor's Arts Award for Impact and Accessibility in the Arts, and Bravo Greater Des Moines' Spotlight Award. ASAP is led by a volunteer board of directors, a full-time Executive Director, and two part-time arts professionals: Program Manager and Program Coordinator. **ASAP currently seeks candidates for the Program Coordinator position.**

The **Program Coordinator** (PC) position is fast paced, independent, and requires a high degree of efficiency. The PC is responsible for all aspects of program delivery, maintaining inventory of ASAP supplies, coordinating and empowering ASAP's Teaching Artists to work directly with students while adhering to ASAP and host site standards. Position reports to and works closely with ASAP Program Manager and when needed, the Executive Director; the bulk of work is done independently, within these parameters:

- 25 paid hours/week (primarily M–F afternoons), 50 weeks/year, independent contract position; no benefits.
- ASAP office space with free, off-street parking in downtown Des Moines. As an independent contractor, PC uses own vehicle for ASAP business.
- ASAP provides monthly payment and an IRS form 1099 for tax returns. PC is responsible for filing and paying taxes and should have at least one other income stream in addition to ASAP.

The following KEY COMPETENCIES are required for the Program Coordinator position:

- Arts Literacy. PC must have working knowledge of arts mediums and techniques; ASAP works in 2D and 3D visual art, literary, theater, dance, music, martial arts, culinary, and more.
- Leadership Experience. Teaching or similar leadership experience is necessary as the PC provides effective orientation for ASAP Teaching Artists and volunteers, as well as ongoing support in studios, spot checking for quality control and offering correction/advice as needed.
- Communications. PC must be responsive, thorough, efficient, and sensitive to a variety of individuals and groups. ASAP is built on relationships that PC maintains with teaching artists, school personnel, volunteers, students, parents, other community partners, and ASAP staff. Sensitivity and commitment to multicultural competencies required.
- Resourcefulness. PC must operate within a creative, economizing mindset that leverages and stretches limited resources to produce positive, quality results. The ability to find creative solutions to a myriad of issues that may arise is necessary.

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- Technology skills. PC must be adept with iPhone and computer technology, including MS Office (Excel and Word), Acrobat, Gmail, Google Drive (Docs and Sheets), and social media (Facebook and Instagram).
- Physical Demands. PC must be capable of moderate-to-heavy lifting, driving to program locations around Des Moines, and moving supplies in and out of vehicles and buildings. Occasional outreach opportunities may require booth set-up and many hours standing.

The following CHARACTER QUALITIES are expected for the ASAP Program Coordinator:

- Organization. PC must have excellent organizational skills to manage physical space and time demands. PC maintains materials/supplies; tracks dozens of people and provides for their specific needs.
- Accuracy and follow-through. PC must be mission-focused while also highly detail oriented, accurate, and deadline sensitive.
- Reliability. PC must be solidly reliable, consistent, and available primarily M–F afternoons. Must be able to self-monitor and communicate with supervisor about progress toward goals.
- Motivated: PC must be internally motivated and resilient; able to sustain energy while working remotely. Must be able to juggle multiple demands at once.
- Judgment. PC must balance preserving the integrity of the program with appropriate flexibility/willingness to accommodate partners' needs. Must be able to weigh options and act decisively. Must represent ASAP in a positive light at all times.

Deadline for submission: Friday, July 9, 2021

Position to start July 27–August 2, 2021

Email cover letter, resume, and three (3) references to:

director@asap-dsm.org

Subject line: Program Coordinator Search

For more information, check out www.asap-dsm.org