



## POSITION DESCRIPTION

<b>TITLE:</b>	Program Associate (two positions available)
<b>REPORTS TO:</b>	Program Director
<b>LOCATION:</b>	Los Angeles or San Francisco Bay Area (CCI is a remote work company, but at times you may be asked to report to either the Los Angeles or San Francisco office)
<b>DATE:</b>	Full-time, exempt position, effective immediately
<b>COMPENSATION:</b>	Salary is budgeted between \$55,000 - \$65,000. CCI offers 100% employer-paid health, dental, and vision; voluntary retirement plan; paid holidays and time off; \$100 per month Telework Subsidy. and professional development opportunities

### POSITION OVERVIEW

The Program Associate will provide support across CCI's programs, ensuring their smooth operation and interplay. This position will be primarily responsible for supporting all stages of CCI's programs (e.g., grant programs, convenings and meetings, research, special initiatives, and workshops and trainings); supporting CCI's online grants management platform; maintaining grantee and applicant data, assets, and testimonials/quotes; representing CCI publicly; responding to requests for information across our email and online platforms; and performing administrative tasks including scheduling meetings and filing. The ideal candidate will have strong event coordination, project management, and administrative skills.

The position can be located in either Los Angeles or San Francisco and may require travel by personal or public transportation to CCI program sites around the Los Angeles or Bay Area and other locations as the work dictates and when safe to do so. The Program Associate will support and report directly to the Program Director, and secondarily to both the Director, *AmbitioUS* and Assistant Director, Research to Impact Lab, and will work across all areas of CCI's programs, as assigned. This position description is subject to change at any time.

### CORE RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

1. **Customer Service:** Responds to inquiries and questions with sensitivity, promptness, discretion, and commitment to maintaining confidentiality, and forwards to appropriate staff.
2. **Staff Support:** Supports the Program Director, Director, *AmbitioUS*, Assistant Director, Research to Impact Lab, President & CEO, and other staff members with scheduling, e-filing, and light administrative tasks.
3. **Meeting/Event Support:** Supports implementation of meetings, convenings, and presentations, including participating in setting goals and agendas; communicating with participants and presenters; securing contracts and issuing timely payments; coordinating travel, hotels, and catering; and managing expenses;
4. **Program Support:** Provides programmatic support throughout planning, preparation, implementation, and follow-up stages of CCI's programs, which includes but is not limited to convenings and meetings, special initiatives, workshops and trainings, and grant programs (including, but not limited to, CALI Catalyst, Quick Grants, CAL-Now, *AmbitioUS*, and Investing in Artists).
  - *Programmatic support includes pre-screening applicants for funding eligibility; drafting funding recommendations and compiling due diligence materials for docket reports; sending applicant notifications and preparing grant agreements; participating in monthly CAL-Now calls and*

*providing network support; preparing applicant feedback; conducting program-related research and generating research summaries; supporting AmbitioUS convenings (e.g., monitoring registration, compiling convening ephemera, responding to convening inquiries, and assisting with technology support); performing light data assessment; and soliciting grantee quotes and testimonials.*

5. **Assessment & Evaluation:** Supports all aspects of assessment and evaluation work, including but not limited to designing and disseminating surveys, analysis and writing synthesis, contributing reporting content, and presenting on findings. And, will be responsible for ensuring that all programs collect consistent demographic data.
6. **Meeting Participation:** Attends meetings to take notes, tracks progress to ensure follow through by all participants, and follows up on resulting action items.
7. **Data Management:** Updates and supports CCI's grants management systems.
8. **Report Generation:** Helps generate content needed for reporting to various stakeholders.
9. **Public-Facing Resources:** Researches local, state, and national professional development opportunities to update the online Calendar of Events and Service Provider Directory as a service to the arts field.
10. **Communications:** Designs promotional e-communications regarding CCI grants and other opportunities, and maintains press kits for Quick Grant and CALI Catalyst programs. In addition, oversees AmbitioUS's website, online literature review, and outreach activities, including its e-newsletters, program announcements, targeted e-blasts, annual reports, and social media accounts.
11. **Social Media:** Identifies and collects useful material to share on CCI's various social media channels (Instagram, Facebook, Twitter, Medium), and generates reports on views as requested.
12. **Website Updates:** Updates images and testimonials with grantee-approved quotes and other documentation.
13. **CCI Ambassador:** Attends, supports, and participates in various CCI programs, events, and workshops, as assigned.
14. **As Assigned:** Supports other responsibilities and projects and helps CCI fulfill its aspirational mission.

## **WHAT WE'RE SEEKING**

- Motivated to work for CCI's mission and to be a part of our projects and programs;
- Has a network and/or perspective of those underserved by the conventional arts and culture field;
- Knowledgeable of either Los Angeles or Bay Area arts and culture ecosystem;
- Has an interest in or is currently working in philanthropy;
- Can communicate ideas effectively and accurately in both written and verbal forms;
- Attention to detail and excellent organizational, time-management, and project management skills with the ability to prioritize, multi-task, and work independently as well as collaboratively as a member of a team;
- Experience with event coordination and logistics;
- Proactive in ensuring that assigned programs are running on time and smoothly;
- Solid judgment, analytic reasoning, critical thinking, and problem-solving skills;
- Is self-aware (i.e. knows weaknesses, strengths, drivers, values, and impact on people) and can make judgments based on emotional intelligence;
- Has experience with Salesforce (preferred) or other CRM;
- Knows how to type and use Microsoft Windows Office Suite, especially Word, Excel, and PowerPoint (and preferred, but not required, working knowledge of Canva, HTML, Constant Contact, or Survey Monkey);
- Familiar with and able to use social media and digital publishing platforms, (and a plus, but not required, light design experience and experience using Adobe software);
- Ability to work well with diverse colleagues of various backgrounds, with varied personalities and work styles;
- Curious and eager to learn (including participating in CCI's ad hoc book group);

- An artist, or has knowledge or experience working with artists, creative entrepreneurs, and cultural anchors;
- Ability to lift up to 25lbs;
- Available for light travel, as assigned and when safe to do so; and
- Flexibility to work weekends and/or evenings to attend CCI supported programs, meetings, and events either virtually, or using personal or public transportation—when safe to resume travel—within a 50-mile radius of employee’s home office.

**ABOUT US:**

Center for Cultural Innovation is a California nonprofit 501(c)(3) organization headquartered in Los Angeles. Founded in 2001, the mission of CCI is to promote knowledge sharing, networking, and financial independence for individuals in the arts by providing business training, grants, and incubating innovative projects that create new program knowledge, tools, and practices for artists in the field, and conditions that contribute to realizing financial self-determination. Further information on CCI can be found at [www.cciarts.org](http://www.cciarts.org) and its *AmbitioUS* initiative at [www.ambitio-us.org](http://www.ambitio-us.org).

CCI is committed to creating a diverse environment and an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation or preference, national origin, disability, age, or any other protected status. We consider qualified applicants in a manner consistent with federal, state, and local laws. We strongly encourage people of color, immigrants, queer and gender nonconforming people, and those with different abilities to apply.

**TO APPLY:**

Submit in a single email to Laura Poppiti at [search@cciarts.org](mailto:search@cciarts.org), with the subject line “Application: Program Associate,” the following:

1. Cover letter with why you are interested and how you think you’d contribute
2. Resume
3. Writing sample (such as a report, article, or essay of 5 pages or less)
4. Two professional references

**Applications are being accepted on a rolling basis. We will reach out to qualified candidates to schedule an interview.**