



## **POSITION DESCRIPTION**

<b>TITLE:</b>	Program Coordinator
<b>REPORTS TO:</b>	Program Director
<b>LOCATION:</b>	Los Angeles or San Francisco Bay Area offices
<b>TYPE:</b>	Full-time, exempt position, effective immediately
<b>COMPENSATION:</b>	Salary is budgeted between \$55,000 - \$60,000 commensurate with qualifications. CCI offers 100% employer-paid health, dental, and vision; voluntary retirement plan; paid holidays and time off; and professional development opportunities

### **POSITION OVERVIEW:**

Center for Cultural Innovation (CCI) seeks a Program Coordinator to provide administrative and programmatic support for CCI's growing grantmaking programs, initiatives (including *AmbitioUS*), training and workshops, and policy and research work. The Program Coordinator will be responsible for supporting implementation of projects with detailed attention to ensuring that deadlines are met, that constituents and partners experience a high level of attention and service, and that staff have support.

### **ROLES AND RESPONSIBILITIES:**

- Reports to CCI's Program Director, provides administrative and programmatic support to program staff, and scheduling of President & CEO's calendar;
- Responds to email and phone inquiries, including directing questions to appropriate staff;
- 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;
- Assembles information, data, and materials for, and produces, presentation, reporting, and convening materials;
- Assists with grant application processing;
- Data entry using grants and data management systems;
- Supports grant panel-review processes;
- Provides research assistance and assembly of research "desk review" items;
- Infuses positive energy and flexible support to busy staff and project teams of both internal staff and external partners (funders, grantees and constituents, consultants, and collaborators and partners);
- Participates with other CCI staff on the development and use of effective organizational systems (e.g., record keeping, tracking of investments, assessment-related data) and strategies (i.e., to meet multiple objectives);
- Supports efforts to ensure compliance with internal established policies and procedures (such as but not limited to conforming with office style guide, accounting processes, and staff management) and all local, state, and federal laws, such as and not limited to equality, human resources, financial compliance, workplace safety, and the like;

- Engages in various sectors and fields;
- Participates in activating CCI's social media presence;
- Other activities, as assigned; and
- Willingness and ability for occasional travel.
- CCI has two physical office locations in Los Angeles and San Francisco, but CCI operates as a remote-work workplace, with this position needing to be physically present on an as-needed and as-requested basis.

**WHAT YOU'LL CONTRIBUTE:**

- Experience in using project-management methods and tools.
- Ability to create clear and attractive ephemera (such as Powerpoint presentations and meeting agendas).
- Ability to set expectations for performance using work plans and time-management tools, and to be accountable for performance and learning.
- Thrives in juggling multiple projects that vary widely in terms of topics and types of activities.
- Ability to seek help in prioritizing responsibilities and deadlines.
- Good note-taker to hold staff members accountable for their responsibilities and to keep projects moving forward on time.
- Curiosity about many sectors, issues, and topics as working at CCI in this role will provide exposure to a wide range of areas, such as grantmaking as well as lending and investment practices, artists and arts workers' needs, labor issues, collectives and cooperatives, financial capacity, small business practices, new-economy and just transition sectors, and more.
- Strong copy-editing skills.
- Strong customer-service orientation.
- Prides oneself in contributing to deadlines being met, activities happening on time, and projects running smoothly.
- Quick learner and ability to take direction from various people with different communication styles.
- Professionalism with ability to exercise discretion and confidentiality.
- Commitment to issues of diversity, justice, and equity.
- Lived experiences that foster empathy for vulnerable populations.
- 3+ years of prior experience, in any sector, using calendars, databases, and office productivity software such as Microsoft Office and Google Drive programs, with a willingness to learn new software and systems.
- Degree is preferred but not required.

**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 [search@cciarts.org](mailto:search@cciarts.org), with the subject line "Application: Program Coordinator," the following:

1. Cover letter with why you are interested and how you think you'd contribute
2. Resume
3. Two professional references