



## POSITION DESCRIPTION

<b>TITLE:</b>	Program Associate (Bay Area)
<b>REPORTS TO:</b>	Program Director
<b>LOCATION:</b>	Bay Area office (CCI is a remote work company, but at times the Program Associate will be needed on site in the Bay Area office and in person for Northern California-based programs and activities)
<b>TYPE:</b>	Full-time, exempt position, effective immediately
<b>COMPENSATION:</b>	\$70,000 annually plus benefits (see below)

### ABOUT CCI

The Center for Cultural Innovation (CCI) is a California nonprofit 501(c)(3) organization headquartered in Los Angeles. Founded in 2001, the mission of CCI is to support individuals in the arts—artists, culture bearers, and creative entrepreneurs—to realize greater self determination so as to unfetter their productivity, free expression, and social impact, which contributes to shaping our collective national identity in ways that reflect the diversity of society. 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).

### POSITION OVERVIEW

This Program Associate position primarily supports CCI's Bay Area-based grantmaking programs and workshops, but also provides support across the organization's other program areas, ensuring their smooth operation and interplay. The position is part of a team of program associates who work across multiple program areas and support various supervising staff in order for there to be consistency throughout CCI's operations and activities, and to expose program associates to various aspects of CCI's work, with consideration for staff members' interests and strengths when opportunities arise. This Bay Area Program Associate position will be primarily responsible for supporting all stages of CCI's grant programs, special initiatives, and Northern California-based workshops and trainings; supporting CCI's transition to Salesforce and its successful integration with Submittable, 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, customer service, and administrative skills.

CCI is a remote work company, but at times the Program Associate will work from the Bay Area office or travel by personal or public transportation to CCI's Northern California program sites and other locations as the work dictates. The Program Associate will support and report directly to the Program Director, and will work across all areas of CCI's programs, as assigned. This position description is subject to change at any time.

### CORE RESPONSIBILITIES

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, AmbitioUS Director, President & CEO, and other staff members with scheduling, e-filing, and light administrative tasks.

3. Program Support: Provides programmatic support throughout the planning, preparation, implementation, and follow-up stages of CCI's programs, which includes but is not limited to special initiatives, Northern California workshops and trainings, and grant programs (including, but not limited to, CALI Catalyst, Quick Grant, CAL-Now, AmbitioUS, Zoo Labs, Investing in Artists, and relief funds).
  - *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; performing light data assessment; and soliciting grantee quotes and testimonials.*
4. Assessment & Evaluation: Supports all aspects of assessment and evaluation work, including but not limited to designing and disseminating surveys, performing analysis and writing syntheses, contributing reporting content, and presenting on findings. And, will be responsible for ensuring that all programs collect consistent demographic data.
5. Meeting Participation: Attends meetings to take notes, tracks progress to ensure follow through by all participants, and follows up on resulting action items.
6. Data Management: Supports CCI's transition to Salesforce via management and implementation of data protocols and data entry procedures, and maintenance of applicant and grantee data for accurate and timely analysis and reporting. Program Associate will also support grant application intake via Submittable—CCI's online grants management system—and support its successful integration with Salesforce, in addition to assisting Program Director with grants management trainings for staff.
7. Report Generation: Helps generate content needed for reporting to various stakeholders.
8. Communications: Designs promotional e-communications regarding CCI grants and other opportunities, and maintains or develops related press kits. In addition, oversees AmbitioUS's online communications including its e-newsletters, program announcements, targeted e-blasts, and social media accounts.
9. 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.
10. Website: Posts updates and information as assigned in addition to updating images and testimonials with grantee-approved quotes and other documentation.
11. CCI Ambassador: Attends, supports, and participates in various CCI programs, events, and workshops, in addition to non-CCI events in the field, as assigned.
12. 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 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;
- Can be sensitive to the struggles of the people CCI services;
- Attention to detail and excellent organizational, time-management, and project management skills with the ability to prioritize, multi-task, and work independently and remotely, as well as collaboratively as a member of a team;
- Proactive in ensuring that assigned programs are running on time and smoothly;
- Solid judgment, analytic reasoning, critical thinking, and problem-solving skills;
- Has experience with Salesforce (highly preferred) or other CRM;
- Knows how to type and use G-Suite (e.g., Google Calendar, Docs, Forms) and 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 book/media 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 if comfortable doing 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 within a 50-mile radius of employee's home office.

## COMPENSATION AND BENEFITS

This position is full-time and exempt. The starting salary is \$70,000 annually. Because we know that the practice of salary negotiation can contribute to pay inequities, this starting salary is non-negotiable.

CCI offers a benefits package that includes:

- 100% employer-paid medical, dental, and vision plans for employees (eligible dependents available at additional costs)
- Voluntary 403b retirement plan enrollment
- 10 vacation days, which increases over time, and sick time
- Time off between Christmas and New Year's Eve and additional holidays throughout the year
- Four personal days (for such needs as volunteer or activism hours, cultural holidays, school closures, and other life events) annually
- Life/AD&D and Long-Term Disability Insurance
- \$500 in funds for professional development opportunities per CCI fiscal year
- \$100 monthly stipend for working remotely
- Remote office equipment (computer, phone) and supplies

## HIRING PROCESS AND TIMELINE

- Applications will be reviewed on a rolling basis until the position is filled.
- We will reach out to qualified candidates to schedule a short initial interview in mid- to late-March. Finalists will be invited to schedule a 45 to 60-minute in-depth interview in late March or early April. Finalists will have the opportunity to speak to CCI staff regarding the nature of the work, activities, and organizational culture. In addition, CCI will request to speak with finalists' references. An offer will be made shortly thereafter.
- The *expected* start date for this position is between May 1 and May 16. We are open to a later start date; however, the new hire will ideally overlap with the person who currently holds this position before their scheduled last day of June 30, 2022.

## TO APPLY

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

1. A thoughtful (1-page maximum) cover letter with a summary of your relevant experience/transferable skills and how they add value, why you are interested in the position, the kind of work environment you thrive in or enjoy contributing to, and something about CCI's work that excites you.
2. Résumé (no longer than 2 pages)
3. Writing sample (no longer than 5 pages) such as a recent report, article, or essay. We ask for a writing sample as this position involves preparing written communications in a variety of styles such as workshop descriptions and instructions, grant recommendations, and research summaries, to name a few examples.

Please note that only complete applications—which includes a cover letter, résumé, and writing sample—will be considered. No calls, emails, or social media messages please. **Prospective applicants are strongly encouraged to review our website prior to submitting materials for consideration.**

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. At CCI, we are committed to considering a broad range of applicants, including and especially those with diverse work experience. If you believe that you could excel in this role—whether you're new to arts and culture nonprofits, returning to work after a gap in employment, looking for a career change, or taking the next step in your career path—we encourage you to apply. Your cover letter is the perfect place to tell us about your interest in our work and what you could bring to this role.