



## **POSITION DESCRIPTION**

**Position** Program Administrator  
**Reports to** Executive Director  
**Date** 02/28/2019

## **ABOUT PROJECT CREATE**

Project Create, a community-based nonprofit organization, provides accessible arts education to promote positive development in children, youth and families experiencing homelessness and poverty in Washington, D.C. For over twenty-five years, Project Create has worked in partnership with social service organizations that offer emergency, transitional, and long-term housing to homeless families, as well as with after-school programs in underserved District neighborhoods.

## **POSITION SUMMARY**

Project Create is seeking a dynamic and talented Program Administrator to support our organization in the following ways:

### Program

- Support Project Create arts education programming through attendance at studio and community partnership program classes, as needed;
- Assist with ordering/collecting/maintaining art supplies;
- Assist with student registration, attendance and surveys;
- Assist with collection of program evaluation materials, including photographs, videos and artwork samples;
- Collect and organize teaching artist bios and background checks; and
- Assist with other program projects and tasks, as assigned.

### Development

- Support in managing donor communication processes and stewardship of current donors with regular correspondence and expressions of gratitude (especially in the form of timely thank-you letters), as well as through recognition in printed materials and online;



- Assist the Executive Director in maintaining and overseeing data entry and reports regarding potential and current donors and donations in GiftWorks donor database;
- Collaborate with staff, teaching artists, partner organizations, and students to gather stories and statistics that will demonstrate Project Create's work and impact for communication to funders and the general public; and
- Assist the Executive Director in planning and executing fundraising and other special events.

### Communications

- Support Project Create's marketing plan through update/maintenance of website content, brochures, newsletters, direct mail, advertising and press releases/media relations;
- Administer Project Create's social media platforms (i.e., Facebook, Twitter, Instagram), adding content on a regular basis; and
- Assist with development, communications and all other projects and tasks, as assigned.

### Community Outreach & Engagement

- Attend and support Project Create's community arts events and "tabling" engagements;
- Assist program staff with student outreach and recruitment efforts; and
- Maintain and grow community contact database.

### Volunteer Recruitment & Management

- Manage, track and respond to volunteer inquiries;
- Serve as primary staff contact, liaison and coordinator between prospective volunteers and Project Create staff in assigning volunteer activities;
- Administer volunteer intake and maintain files including applications, background checks, etc.;
- Maintain and update volunteer contact database; and
- Assist Program Managers with identification and development of volunteer opportunities and activities within Project Create.



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent verbal and written communication
- Exceptional interpersonal and relationship-building skills to effectively work collaboratively with a variety of people in diverse communities
- Ability to work in a fast-paced, hands-on environment with limited resources
- Thorough, accurate, organized and detail-oriented approach to work
- Culturally competent and demonstrated commitment to equity and inclusion
- Computer literate and working familiarity with Microsoft Office and Google products

## **EDUCATION AND/OR EXPERIENCE**

- A Bachelor's Degree in relevant area of study (e.g. Fine Art, Art History, Arts Management, Social Work) required
- Experience with teaching or mentoring children and youth preferred
- Arts and/or education experience preferred
- Experience working with homeless and/or low-income population preferred

## **WORKING CONDITIONS**

- 40 hours/week work schedule, including evening and weekend work
- Local travel between Anacostia studios and greater Washington DC metro area

## **EQUAL OPPORTUNITY EMPLOYER STATEMENT**

Project Create is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: Project Create is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Project Create are based on business needs, job requirements and individual qualifications, without regard to age, race, color, religion or belief, sex, gender, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Project Create does not tolerate discrimination or harassment based on any of these characteristics. Project Create encourages applicants of all ages.