



POSITION OPENING:

Program Coordinator of Neighborhood Initiatives

ABOUT COOL CULTURE

Founded in 1999, Cool Culture is a New York City based nonprofit that seeks to amplify the voices of families and strengthen the power of historically marginalized communities through engagement with art and culture, both within cultural institutions and beyond. The organization currently partners with 50,000 diverse families, more than 400 early childhood centers and Title I schools, and 90 cultural institutions in New York City. Cool Culture encourages community members to use arts and culture to celebrate their cultural heritage and creativity, and to connect and build community in an increasingly complex world. We are building a movement of individuals and organizations committed to providing a more equitable future for families, tomorrow's artists, art lovers and activists and communities.

PROGRAMS

Cool Culture programs operate at the citywide and neighborhood level. We support a network of families, educators, administrators, museum professionals and artists in cultivating storytelling, relationship building, and healing through arts and culture. We are invested in finding innovative ways to connect with and engage the 50,000 families who partner with us as collaborators in the quest to bring the human right of art and expression to every community. We believe the exchange of individual diverse stories provides a larger narrative for addressing systemic inequities.

Our **CityWide Programs** bring together a unique network and innovative programming for families that affirms NYC's diverse cultures and increases participation in the arts and culture. Initiatives include the Family Pass (free access to 90 cultural institutions for families with children from birth to Kindergarten), Bring the Cool family festivals, Cool Pops (pop ups at museums), Virtual Tours, and a forthcoming digital app.

Our **We Are All Curators** suite of programs harness the power of the arts and culture to: 1) to lift up the curator in all of us by making meaning through creative expressions, to critique dominant narratives and conditions impacting families and their communities, and to support families and partners in activating creativity for justice.

ABOUT THE ROLE

The **Program Coordinator of Neighborhood Initiatives** supports the designing, planning, and facilitation of *Curators for Families* and the family festivals that emerge from this program. Curators for Families is an artmaking storytelling, community, and civic engagement series that amplifies the power of historically marginalized communities. The Program Coordinator additionally works on the *Mapping Project* (an interactive and reflective mapping experience used to draw out the relationship between ourselves, our families, and our communities) and supports select CityWide programming activities. The key attributes of someone in this position are: 1) strong project and management skills; 2) the ability to coordinate multiple tasks and deadlines, be flexible and take initiative; 3) effective collaboration and comfort work with our partners from diverse settings; 4) genuine openness to learning and feedback.

This Program Coordinator reports to the Assistant Director of Neighborhood Initiatives while working with our entire Program Team through being involved in multiple components of Cool Culture's programming to: 1) Coordinate and refine enrollment and registration processes; 2) Build relationships and communicate regularly with school staff and the general public (providing information and responding to their questions and needs); and

3) Assist with the preparation (registration, correspondence, catering, supply procurement) and coordination of workshops for educators and families, family festivals, and other events.

Necessary experience and skills include:

- At least 2 years experience:
 - Working in the non-profit sector on project implementation and maintenance
 - Employing project management skills, including a proven record of successfully implementing complex tasks
 - Assessing opportunities for innovating project performance
 - Juggling multiple responsibilities, priorities and deadlines with a strong attention to detail and an ability to work independently
- Excellent command of Microsoft Office and Google Apps (spreadsheets, organization, and data is your happy place)
 - Familiarity with Salesforce, Canva, Adobe suite or other design software is a plus
- Strong oral, written and interpersonal skills
 - Proficiency/fluency in Spanish, Haitian Creole, Mandarin or Cantonese is a plus
- Has an analysis of issues of equity, structural racism and patriarchy and their own privileges
- Has some knowledge NYC public schools, early childhood care centers and the city's art and cultural landscape are a plus
- Firsthand experience as an artist or cultural worker is a wonderful plus
- Bachelor's Degree or commensurate experience required (such as 2+ years in the nonprofit field)

This full time position is open until filled. Competitive salary commensurate with experience and excellent benefits package included. Currently remote due to COVID restrictions. Offices are at 80 Hanson Place, Suite 605, Brooklyn, NY 11217

Cool Culture has a mission-driven commitment to principles of equity and diversity, is an Equal Opportunity Employer, and does not discriminate on the basis of race, creed, color, gender/ gender identity/ gender expression, age, ethnicity, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status. BIPOC folk, womxn, immigrants, LGBTQ+, and members of other historically marginalized groups are strongly encouraged to apply.

READY TO APPLY

- Please email hr@coolculture.org with the subject line "Program Coordinator (Your Name)"
 - Include as attachment(s), your resume and answers to the application questions below. Number your responses according to the question number and please limit your response to 200 words each.
 - Please share your salary requirements.
1. Briefly tell us about a time when you had to juggle multiple time-sensitive projects. What was your process and what led to its success? If you were reporting to more than one manager, how did you prioritize your duties?
 2. Tell us about how you work with others. What is your approach to collaboration, what do you find challenging, and how do you exchange feedback?
 3. Why are you interested in working with an organization seeking to "amplify the voices of families and strengthen the power of historically marginalized communities through engagement with art and culture, both within cultural institutions and beyond."

4. In what ways have you been silent, complicit in or perpetuated racism/committed acts of harm against Black, Indigenous and POC students, families, colleagues, etc.? What is your practice for changing your actions or ways of thinking? Please offer specific examples.