



POSITION OPENING: **Coordinator, CityWide Operations**

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 Department of Education schools, and 90 cultural institutions in New York City. Through this collaboration, Cool Culture promotes arts and culture as a means to build awareness and inclusion, strengthen family engagement and early childhood education, and activate leadership in our communities.

We are a small and resourceful team that wears multiple hats, understands the importance of being agile and nimble in achieving our mission, and seeks and appreciates clear direction while also being comfortable with ambiguity. The ideal candidate has a practice that is informed by a racial equity framework, and a deep understanding of equity and social justice that is actively integrated into their practice. We believe that our organizational culture must embody the change we want to see in the world. In line with this, they should enjoy working in an environment that privileges collaboration and interdependence over hierarchical structures and autonomy. They will also thrive in a small, fast-paced environment, and has an eye for identifying opportunities for innovation and improvement in our work. If this sounds like you, keep reading!

ABOUT THE POSITION

The **Coordinator, CityWide Operations** ensures our Family Pass Program, which is critical to Cool Culture's success as the entry point for families and programming, runs smoothly and effectively. This person has: 1) strong organizational skills and attention to detail, 2) an ability to manage multiple tasks and deadlines, 3) is flexible and takes initiative, and 4) is an effective collaborator genuinely open to learning and feedback. *For the person in this position, spreadsheets, organization, and data are their happy place!*

The Coordinator, CityWide Operations reports to the Program Manager, CityWide Initiatives while working with the Program Assistant, CityWide Initiatives and seasonal interns. They also work with other Program Team members and with Communications, Development, and Accounting. This way of working is part of Cool Culture's commitment to transdisciplinary teaching and learning and to our social justice values. The Coordinator, CityWide Operations is therefore additionally adept at working with diverse people in varied settings while centering those most affected by inequity.

Specific responsibilities are:

- Coordinating enrollment of schools/centers and registration of families for the Family Pass from planning, to outreach, facilitation, troubleshooting, and regular reporting;
- Monitoring invoicing and payment collection; and
- Refining enrollment/registration processes using our newly implemented Salesforce platform.

Necessary experience and skills include at least 3 years experience:

- Creating spreadsheets and working on databases
- Juggling multiple responsibilities, priorities and deadlines with a strong attention to detail and an ability to take initiative and work independently
- Working collaboratively in the non-profit sector or an office environment
- Communicating effectively and warmly with diverse colleagues such as educators, parent coordinators and directors/principals

Other core attributes are:

- Excellent ICT skills including Microsoft Office and Google Apps and a quick study of new platforms
- Familiarity with Salesforce, Jotform, Typeform, Canva, or Adobe suite is a plus.
- Very good oral, written and interpersonal skills
- Proficiency/fluency in Spanish, Haitian Creole, Chinese, or ASL is a plus.
- A well-honed equity analysis that includes knowledge of their personal privileges and areas for growth
- Some knowledge of 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
- A Bachelor's Degree or equivalent experience (such as 4+ years in the nonprofit field)

Details at a Glance

TIME COMMITMENT: Full Time Schedule

START DATE: October 1, 2022

APPLICATION DEADLINE: September 30, 2022

EXPERIENCE LEVEL: Mid-level/Managerial

SALARY: USD \$50,000 - USD \$60,000 / year

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 "CityWide Operations (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.
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 might you have been silent or perhaps perpetuated racism or 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