



Job Title: Outreach & Programming Coordinator

Salary: \$32,287.50

Classification: Full Time, exempt

Expected Hours: Monday-Friday, 11 am-7 pm; some evening & weekends required; local travel required

Reports to: Outreach Programs Manager

Summary: The primary responsibilities include growing and implementing We Care Arts' outreach program efforts. This position will directly support We Care Arts' (WCA) programs by identifying and growing partnership opportunities, and facilitating outreach services. Acting on behalf of the organization, this position will communicate directly with We Care Arts' partner organizations, providing curriculums, teaching, and evaluating program delivery. This outreach coordinator will track appropriate data and produce timely reporting. The position works closely with, and reports to the Outreach Programs Manager. The coordinator will also team with key staff, appropriate volunteers, outside contractors and media.

Primary Outreach Responsibilities

- Responsible for implementing, maintaining, growing, and measuring the success of outreach programming, including on and off-site partner programs, and Transition to Work, implementing curriculum aligned with Ohio Department of Education standards, and consistent with We Care Arts format and experience
- Facilitate WCA Optimists Club, and after hours programming (4:00-7:00 pm)
- Proactively research, identify and cultivate relationships with educational institutions for the purpose of growth and sales of Art Can Work initiative
- Participate in, and support Transition to Work efforts, including kit assembly, communication, distribution, and creation of instructional video content as needed.
- Maintain professional communication with partner institutions regularly
- Conduct surveys, collect photographs, and stories to improve, celebrate and promote programs and partnerships
- Accurately record and report WCA program effectiveness to Outreach Programs Manager for billing, and grant reporting needs
- Contribute to a library of high quality curriculum in order to support Art Can Work, and outreach programs
- Additional assigned duties

Program Support Responsibilities

- Provide direct service through teaching in studios at The Berkeley Center Campus (assigned classes and as substitute), virtually, and at partner organizations
- Create content for programming including video and photo content
- Assist, as needed, in other programming areas including employment services, art studios, event support, and Together We Care
- Aid appropriate media response requests, in accordance with WCA media policies
- Additional assigned duties



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Key Performance Indicators

- **Funding Strategic Goal KPI:** (contributes to expanding, retaining, or engaging our community of artist-clients, donors, community partners, volunteers, and even the general community)
 - Implement a minimum of 1 quarterly after hours programs
- **Staff Strategic Goal KPI:** (contributes to a positive, collaborative, and empowering work environment)
 - Professional Development 20 Hours
- **Mission Impact Experience Strategic Goal KPI:** (expand or enrich We Care Arts' impact)
 - Contribute 6 total monthly contributions to the newsletter demonstrating impact & highlighting partners
- **Continuous Improvement & Efficiencies KPI:** (Encourages defining and reaching towards peak performance)
 - Program Cost Efficiency - Budgeted cost per participant of \leq \$2/class

Competencies:

- Teaching or training experience
- Ability to work independently, and as part of team
- Proactive problem solving, and critical thinking
- Highly organized
- Exceptional oral and written communication skills
- Thoroughness; attention to detail
- Experience or willingness to learn Microsoft Office Suite, Teams, DonorPerfect/CRM
- Ability to present a professional appearance
- Ability to work with people from diverse economic and cultural backgrounds

Requirements

Minimum of two years experience and demonstrated skill in the facilitation of educational programming, or communications. Strong creative, strategic, analytical, organizational, and sales skills. Bachelor's degree in art, communication, social services, or related field preferred. Experience working with individuals with disabilities, substance use disorder, and mental health diagnoses is preferred. Experience working with volunteers is desirable. Computer literacy in word processing, and database maintenance. Ability to coordinate multiple projects at a time.

Benefits: as defined by Employee Handbook

Work Environment:

We Care Arts is a diverse and inclusive community. It operates in a variety of environments that includes a professional office, classroom, retail, and virtual environments. This role routinely uses standard office equipment such as laptop computers and various digital devices.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation. While performing the duties of this job, the employee is regularly required to talk and hear. They may be required to learn specialized equipment to facilitate the teaching and production of artwork by our artists. They must be able to work on a computer for extended parts of the day, as well as maneuver



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throughout the We Care Arts locations. This would require the ability to lift files, open filing cabinets, and bend to pick up objects weighing up to 25 pounds to move within the We Care Arts facilities.

About We Care Arts:

Mission: We empower healing through art and community. Vision: A future where people with diverse abilities can achieve their full potential and feel embraced by an inclusive society. As a 501c3 organization with 40+ years of experience, We Care Arts increases confidence and artistic skill in a variety of individuals with developmental disabilities, substance use disorders, and mental health diagnoses. We bring our mission to life via our ArtWORKS classes which are offered at the Berkeley Center Studio Campus, virtually, in high school Transition to Work classes, as well as through community partnership contracts and Employment Services. For more information visit www.wecarearts.org 3035 Wilmington Pike, Kettering, OH, 45429 (937)252-3937.