



After School Arts and Learning Academies (ASALA) Coordinator

Organization Description:

Young Audiences/Arts for Learning Maryland, founded in Baltimore in 1950, is the country's foremost arts-in-education non-profit organization. The Maryland chapter of Young Audiences (YA) provides more than 9,000 arts education opportunities to nearly 200,000 students, artists, and educators throughout the state each year. YA is a mission-driven organization that values community, innovation, and passion. The staff, board, and teaching artists have a shared commitment to advance equity in the field of education by working tirelessly to generate opportunities for students to imagine, create, and realize their full potential through the arts.

Job Description:

The After School Arts and Learning Academies (ASALA) Coordinator performs an integral role in ensuring that ASALA is designed and implemented to the highest standards to ensure as many students as possible can benefit from the program, improve academic and social and emotional outcomes and provide life changing opportunities through the arts. The coordinator will serve on the program management team alongside the ASALA Director and the Arts and Learning Academies Curriculum Development Specialist.

The ASALA Coordinator position is a new full-time, exempt position that will report to the ASALA Director.

Responsibilities Include:

After School Arts & Learning Academy (ASALA)

Pre Program

- Develop site staff and student applications in collaboration with Data and Systems Manager
- Participate in identifying and hiring program staff
- Establish and maintain community, principal, and school partnerships
- Assist Curriculum and Development Specialist with preparation and delivery of staff professional development
- Support with program development and implementation
- Research and order required program supplies for site operation
- Manage supplies and deliveries of supplies between warehouse and sites
- Facilitate family communication through phone calls and mailings

After School Arts & Learning Academy (ASALA)

Program Operation Days

- Manage and support site directors and staff
- Monitor student attendance data collection process



- Coordinate ASALabrasions and Family Nights with ASALA Team
- Perform classroom and site observations
- Provide emergency site staff substitution when necessary
- Assist with the development of site staff supply reimbursement process
- Track and manage site staff professional development attendance and program performance
- Assist with conducting site visits

Qualifications:

The ideal candidate will be passionate about providing opportunities for youth to realize their full potential in our society and value the arts and arts integration as a transformational tool in our schools and communities. The person in this position plays a key role in the organization, and the position requires excellent communication, organization, and leadership skills. Past experience in customer relationship management and budget coordination are preferred. Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. Available to work some evenings during program operation. Driver's license and reliable transportation are required as the position will require regular travel throughout the state of Maryland (up to 50% of the time).

The ideal candidate will also have:

- Bachelor Degree in arts education, education or equivalent related work experience.
- A self-starter with a proactive approach to problem-solving with strong decision-making skills.
- An understanding of the concepts of institutional and structural racism and bias, and its impact on policies and practices, especially related to the administration of public education.
- Must have strong customer service skills.
- Must be extremely detail-oriented, and be skilled with budgeting and managing multiple projects simultaneously.
- Must have professional-level written and verbal communication skills, as well as proven interpersonal skills. Ability to work across teams and with a variety of constituencies.
- Data entry/computer experience is required. Skilled with Google Workspace, Microsoft Office Suite, Canva, Salesforce, and mail merge tools and/or an ability to become familiar with organization-specific programs and software.
- Must be able to meet deadlines in a fast-paced and changing environment.

Compensation:

We offer a starting annual salary of \$43,000 and an attractive benefits package which includes medical, dental, and vision health care coverage, retirement contributions, paid sick leave, and vacation time.



Young
Audiences
Arts for
Learning
Maryland

To Apply:

For consideration, please apply on our website, <https://www.yamd.org/>. Please **do not** send applications that include headshots or photos of yourself. No phone calls or recruiters please.

Young Audiences/Arts for Learning Maryland is an Equal Opportunity Employer committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.