



## Early Learning Program Associate

**Reports to:** Regional Director, Maryland Wolf Trap

**Classification:** Full-time, Exempt

### **About Arts for Learning Maryland (A4L)**

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/Arts for Learning (A4L) provides more than 9,000 arts education opportunities to nearly 200,000 students, artists, and educators throughout the state each year. A4L 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.

### **About Early Learning at A4L**

A4L believes that the way we engage children in the first years of their lives has a profound impact on future learning and success. Our Early Learning programs, led by Wolf Trap-trained Teaching Artists, use arts-integrated learning strategies that connect the arts with core subjects such as language, literacy, science, and math to bring learning alive. These programs are all delivered through an embedded professional development model that aims to impart these arts strategies and skills to caregivers, families, and classroom teachers. For more information about our Early Learning Programs, visit <https://www.artsforlearningmd.org/programs/early-learning/>.

### **Job Summary**

Arts for Learning Maryland's (A4L) Early Learning Department is seeking applicants who are passionate about the arts and education to support it in meeting its goals of increasing the visibility and quality of its programming. The Program Associate position is a full time position, providing support to the Early Learning Department and reporting to the Regional Director of Maryland Wolf Trap. The Program Associate will help the Early Learning team with both strategic and day-to-day administrative responsibilities, including duties related to the team organization, marketing of programs, curriculum development, and data collection.

### **Responsibilities Include:**

- Ensure smooth operations and organization of the Early Learning Department, including:
  - Tracking and managing departmental projects in Asana.
  - Scheduling meetings and providing logistical support for various early learning related projects.
  - Taking and disseminating notes of internal and external meetings.
  - Assisting the Early Learning Program Department in answering and routing program-related phone calls and emails.
- Support with outreach and marketing efforts of the department, including:
  - Developing the bi-monthly department newsletters, creating flyers for schools, and sending marketing emails to partners, etc.

- Researching and creating a database of early childhood educators in the state of Maryland.
  - Compiling a list of relevant Early Learning conferences and opportunities (locally and nationally).
- Provide support to Early Learning Program Coordinators, including:
  - Entering data for artist programs into Salesforce scheduling software, and creating and distributing program contracts to stakeholders in a timely manner.
  - Tracking all paperwork related to state, county, and city funded residencies, and ensuring their timely and accurate submission.
  - Helping with program orientation meetings as needed, including facilitating the meetings and assembling orientation packets and outreach materials.
- Assist the Regional Director of Maryland Wolf Trap with various teaching and learning aspects of the department, including:
  - Proof-reading and editing teaching artist program resources
  - Preparing for events such as professional development workshops and partner engagements
  - Tracking artist programs:
    - Ensuring lesson plans are turned in in advance of programming.
    - Ensuring artists are confirmed for programs.
    - Following up with artists to ensure that they have all program details (time, location, etc.).
- Support with data tracking and grant compliance:
  - Compiling Early Learning program data for the development team and the early learning department's annual program report.
  - Creating, distributing and collecting surveys and evaluations from partners.
  - Serve as the liaison between A4L and the Maryland State Arts Council (MSAC) Program Department for programs.
  - Maintain all eligible A4L artists' MSAC roster compliance by tracking artist liability insurance policies and background checks and submitting online roster forms for new artists.
  - Oversee the application processes for the Access for All Early Learning grant programs.
- Other duties as assigned.

**The ideal candidate will have/be:**

- Detail-oriented with excellent organizational and time management skills. This individual must be able to effectively manage a portfolio of recurring daily tasks, annual projects, and incoming assignments.
- Excellent oral and written communication skills.
- Passion for the arts and early childhood education, with experience in nonprofit management or program administration preferred.
- Strong computer experience, with skills in programs including Google Suite, Asana, Canva, Salesforce, and/or an ability to become fluent in all organization-specific programs.
- Experience working with people from diverse racial, ethnic, and socioeconomic

backgrounds, with a personal value in advancing equity.

- Strong customer service and problem-solving skills.
- A local resident in the Baltimore metropolitan area. Although A4L is currently operating in a hybrid structure with some in-office requirements through December 2022, candidates should have the ability to work in the office multiple days a week, starting in 2023.
- Able to provide their own transportation to and from regular, in-person activities.

**Compensation:**

This is a full-time position, with the salary commensurate with experience. We offer an attractive benefits package which includes medical, dental and vision health care coverage, retirement contributions, paid sick leave, and vacation time.

**To Apply:** For consideration, please apply on our website:

<https://www.artsforlearningmd.org/join-us/internship-and-employment-opportunities/>.

**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.**