



Operations Coordinator: Part - Time Contract Position

About the [Picasso Program](#)

For almost 20 years Picasso has supported arts integration across the curriculum and access to high-quality arts programming in Philadelphia public schools by providing funding and other support for short-term projects designed by classroom teachers, often in collaboration with local teaching artists and community-based arts organizations. Starting in 2022, Picasso is launching a renewed and re-visioned version of its program based on the lessons of its past 20 years and inspired by the work of the Chicago Arts Partnership in Education (CAPE). The new program works to transform classroom pedagogy by pairing classroom teachers and teaching artists as peers in sustained discovery of how the arts and the artistic process becomes embedded in teaching and learning across the curriculum. The new program is being launched in 10 classrooms in 5 schools in the Philadelphia district. The program is currently housed at Children First, a Philadelphia-based children-and-youth advocacy organization.

Job Description

The Operations Coordinator, a part-time contractor position, manages the program's everyday operations and performs a variety of administrative, and program support activities. The Operations Coordinator reports to the Program Manager.

Primary responsibilities include:

- Create and maintain record-keeping, knowledge management, communications and business systems from scratch for a new initiative
- Support planning and implementation of program activities, including team-building, professional development, documentation, evaluation, and communications with Picasso Committee
- Support design and development of materials for external communications about program for press and organizational advancement
- Serve as primary operational and administrative contact
- Coordinate with Children First's operations and financial staff

Required skills and experience

- Demonstrated experience in providing administrative support
- Strong interpersonal and communication skills
- Solid technology skills, including proficiency with MS Office Suite, Google Suite, strong word processing and spreadsheet skills, and proficiency with communications applications
- Outstanding written and oral communication skills
- Demonstrated ability to problem-solve and troubleshoot obstacles
- Demonstrated commitment to personal integrity and collaboration
- Ability to work independently and as part of a team
- English proficiency required; proficiency in 2nd language appreciated
- Experience with art-making or K-12 education desired, but not required
- Basic design sense, digital media & graphic design experience a bonus

Work environment

Remote work desired. Occasional on-site meetings and visits at school required. Attendance at some in-person events likely. Philadelphia regional candidates preferred.

Physical demands

Office-type work. Speaking on the phone and digital communications required.

Hours

20 hrs / week. Position starts ASAP

Compensation

Contract position. \$25-\$30/hr depending on level of skill and experience; 20 weeks

Contact:

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