

TALLER PUERTORRIQUEÑO, INC.
JOB DESCRIPTION

Job Title: EDUCATION PROGRAM COORDINATOR	
Reports to: EDUCATION PROGRAM MANAGER	
Position Classification: NON-EXEMPT Permanent Full Time 35 HOURS/WEEK	Date Created: Date Revised: 08/21/2023

GENERAL DESCRIPTION

Serves as primary reception for the Education Department and related programs, provides clerical assistance and program support to the Education Department. Supports the development and delivery of approved Puerto Rican and Latin American culturally based arts education activities as part of the Cultural Exploration Program (CEP) which includes students ages 6-14. Works closely with parents, teachers and students to share information, keep records and support a safe learning environment. Supports Julia de Burgos bookstore when needed.

REQUIREMENTS

- High School diploma required; some college desirable.
- 1-3 years clerical experience and customer service desirable.
- Fluency in the Spanish and English languages.
- Proficient in keyboard skills and MS office software including Word and Excel. Knowledge in desktop publishing.
- Ability to work independently as well as collaboratively as a team member.
- Take initiative to problem solve and find better ways of accomplishing tasks.
- Strong interpersonal skills, clear communication and human relations skills.
- Arrives on time, has strong organization skills, the ability to prioritize and manage many moving parts, meets deadlines, works well under pressure, and possesses strong time management.
- Comfortable working with children.
- Commitment to Taller's mission and role in the community.
- Knowledge of Puerto Rican history, art and culture and interest in Latin America.
- Background check required. School clearances and state mandated training is necessary.

RESPONSIBILITIES

- Provides secretarial support to the Education Department.
- Serves as Education Department Receptionist answering phones, welcoming visitors, and managing communications, including receiving and distributing outgoing/incoming mail, faxes, making and distributing copies, etc.
- Maintains professional presentation of the reception area and display of information, including a bulletin board, literature table, current announcements, and other information displays.
- Provides administrative support to all Education Department programs and its staff.
- Administrative support includes: updating attendance in cityspan daily, distributing surveys to parents and students at the end of education programming, student/participant recruitment and outreach, preparing reports, supervising electronic databases and managing PCAPS, providing invoicing information, attending meetings, telephone communications, evaluating program results, etc.
- Prepare program reports such as attendance, registration, etc.; input data into databases— PCAPs, ETO, and or others, for specific projects, grants, invoicing, and contracts.

- Prepares memos, letters, and documents to vendors, community, program participants, and staff as requested. Assists team in program activities and prepares materials for meetings and mailings as needed.

- Assists with administrative components of applications and recruitment process. Distributes and collects summer camp and afterschool applications. Prepares documents, maintains and organizes sensitive student files appropriately as needed. Follows appropriate protocols for confidentiality, privacy and safety.

- Assists with parent/student communications. Answers to parents and visitors with program related issues and questions upon request and as assigned.

- Assists during the school year and summer in coordinating trips/outings and food supplies for programs as requested.

- Assists in serving snack and breakfast/lunch when needed during the summer camp and afterschool program.

- Assists in reaching student-staff ratios with the CEP and YAP programs.

- Assists in conflict resolution, providing first aid and/or support among students and teachers when needed.

- As a Taller employee you may be expected to support the organization's needs in other ways. For example, all staff must support in conducting the gallery and mural tours to visitors.

- Collaborates with colleagues on events such as fundraising efforts, special projects and cultural activities; attends staff and program meetings, and supports education programs as needed, etc.

- Attends professional trainings and professional skill development activities for continuing education as necessary to fulfill program tasks.

- Performs other related duties as assigned.

OTHER ORGANIZATIONAL RESPONSIBILITIES

- Money: Distributes payroll checks as appropriate.

- Business Contact: The public, Taller's colleagues, volunteers, vendors, visiting artists, media and organizational partners, etc.

SUPERVISION RECEIVED AND WORKING CONDITIONS

- Supervision by Education Program Manager.
- All work is performed in a pleasant office environment.
- Some travel may be required.
- Obtain yearly training.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of Taller Puertorriqueño, Inc.

The duties and responsibilities have been explained in full detail. I understand them and the responsibilities inherent with this position and will abide by its dictates. I further understand that all documents and information that I come across would not be discussed with co-workers or the public. By signing this form, I confirm that I have discussed this job description in detail with my supervisor.

Employee Signature: Date:
Supervisor Signature: Date:
Executive Director Signature: Date: