



CULTURESOURCE JOB ANNOUNCEMENT PROGRAM COORDINATOR

ABOUT CULTURESOURCE

CultureSource is a Detroit-based coalition of cultural organizations and creative people that supports the vitality of Southeast Michigan's arts and culture community. Around 170 arts and culture nonprofits comprise our membership, and we use our expertise to serve artists, philanthropists, and policymakers striving to have creative and cultural expression benefit the public across our seven-county region.

Our work involves facilitating convenings and networking activities, managing funding and grantmaking initiatives, producing innovative changemaking work locally, regionally, and nationally, collecting data, and sharing knowledge.

Recently, we have intensified focus on growing our relevance and capacity, in part, through establishing an organizational culture of experimentation and adaptation. Our progress in the last five years makes us proud and has happened steadily with guidance from our seventeen-person board of directors, full of executives experienced in business development, and it is attributable to our nine-person staff team's evolving efforts to address member and partner needs and to our investments in strategy refinement.

HOW YOU'D FIT IN

Program coordinators function as the front line of CultureSource, and are responsible for implementing programs across our four pillars (Convening, Research, Grantmaking, and Changemaking).

Working in conjunction with the team of Program Managers, each program coordinator is responsible for overseeing and coordinating a unique and specific portfolio of discrete projects, operating in varying capacities to ensure the successful planning, execution, and completion of each project, as assigned.

Primary Responsibilities & Expectations

Main duties comprised of actively managing all programmatic logistics for assigned projects across the organization, including:

- Managing the logistics and implementation of certain changemaking and adaptive leadership programs, in collaboration with a program manager;
- Managing a portfolio of grant programs in collaboration with a program manager, from funder first contact to end of grantee payment and final reports, including elements of program design and launch, applicant engagement, and administration, working in coordination with a program manager, the director of communications, and the director of finance and administration, as appropriate;
- Assisting in the implementation of convenings;
- Other CultureSource projects, as assigned.

A MacBook Air laptop computer will be provided to you.



THIS JOB IS FOR YOU IF YOU...

- Enjoy facilitating multiple projects at one time
- Believe in the transformative power of the arts
- Find joy in the details
- Possess strong written and verbal communication skills in English
- Are proficient in Microsoft Office and Google Suite
- Are comfortable communicating using Zoom and Slack

Ready to Lead & Have Skills Needed – We are in search of someone who has the combined experiences necessary in order to hit the ground running immediately. You will have exhibited skills in juggling multiple priorities and ensuring excellent attention to detail.

Project- and Time-Management Whiz – You have the proven ability to handle multiple simultaneous complex projects and see them through to successful outcomes. You have had practice in setting and remaining accountable to tight deadlines.

Detail Lover – The scope of your duties will be very broad. You will need the ability to identify and track numerous details, seamlessly integrating information from multiple sources, and finessing the execution and production of various kinds of outputs, from written communications, to spreadsheets, to complex events, among others.

Can-do attitude – Your focus is on getting the job done, and when obstacles arise, your natural inclination is to look for solutions.

Proactive – While you are able to take and follow direction, you don't need to be told what to do. Your natural instinct is to discover what needs to be done, and do it. You tend to be internally motivated.

Implementer – The pace of our work can occasionally be intense. To succeed, you should know how to set aggressive goals and how to move projects forward with momentum.

Team Player – We are a small but mighty team, which means that we look out for each other. While focused on your own work, you simultaneously actively encourage and contribute to the success of those around you, and the overall organization as a whole.

HOURS

Generally available to work 40 hours/week in a hybrid environment. We all work from the physical CultureSource office on Tuesdays and Wednesdays, 10am-3pm. The rest of the workweek you may work from wherever is convenient for you, understanding that there will be Zoom/phone/email communication that is limited to 9am – 5pm Monday-Friday.

TO APPLY

Please use [this portal](#) to outline your interest. There, you will be asked to supply the following:

1. Please write two to three paragraphs telling us why you are interested in the position, and how you believe you meet the qualifications.
2. Please send your work/skills/training history as an attachment (either .doc, .docx, or .pdf), OR include a link to your LinkedIn profile.
 - We do not have a preference on which one.
 - You will not receive special consideration for sending both.
 - Our aim is to understand where you have worked before, and the types of roles you have had. We are open to and interested in learning from folks across the spectrum of experience and industry.



Qualified applicants will receive an email within five business days to schedule a conversation.

Position open until filled. Start date flexible.

COMPENSATION & BENEFITS

- \$50,000/year, full-time salaried, paid electronically every other Friday
- Benefits include health care, dental and vision coverage, generous personal paid time off, and additional office-wide holidays.