



Part-Time Programs Coordinator (Bilingual)

About Rhode Island Latino Arts (RILA): Rhode Island Latino Arts promotes, encourages and preserves the art, history, heritage, and cultures of Latinos in Rhode Island. RILA was founded in 1988 as the Hispanic Heritage Committee and today is Rhode Island's leading nonprofit organization exclusively dedicated to the promotion, advancement, development and cultivation of Latino arts. We celebrate and promote Latino art & artists through our Rhode Island Latino Artists Network events, and each year we coordinate the sharing of information and activities to celebrate National Hispanic Heritage Month. Through strategic partnering with local community organizations, including schools, libraries, museums and senior centers in the most disadvantaged neighborhoods of our urban centers – we ensure our mission's fulfillment: To raise awareness and preserve Latino arts, heritage and cultures in Rhode Island and to build community pride.

Land Acknowledgement: We are a statewide organization based in Providence and Central Falls, and acknowledge that we are on the traditional homelands of the Narragansett and Wampanoag peoples, the original stewards of the territory now called Rhode Island. We honor their ancestors, we offer respect to the Elders of the past, present and future, and recognize their continued existence and contributions to our society.

Job Description: Rhode Island Latino Arts is looking for a qualified, skilled Program Coordinator to undertake a variety of administrative and program management tasks. The Program Coordinator will work with RILA's executive director to plan and organize existing programs and activities, as well as carry out important operational duties, working across such disciplines as dance, music, theater, and the visual arts. The position allows for flexible hours, with a combination of remote and in-person work, as well as an opportunity to work with one of Rhode Island's leading culturally specific nonprofit organizations.

Duties Include:

- Planning and coordination of existing programs at *La Galería del Pueblo*, such as the Community Pláticas, the Bachata Jam Sessions and *Café Recuerdos*
- Ensuring the implementation of policies and practices, in particular the promotion of Latino arts and cultures throughout Rhode Island
- Maintaining program budgets, paying particular attention to expenditures and transactions.
- Assisting RILA's executive director with other programs and events, such as Hispanic Heritage Month (Sept 15-Oct 15), *Teatro del Pueblo* and the Rhode Island Latino Books Award.
- More information about RILA's programs can be found at www.rilatinoarts.org

Responsibilities include:

- Planning and coordination of on-going programs and activities, specifically working with the artists or teachers before the event or class to make sure their needs are supported, and being there on the day of the program to help set-up, take attendance and provide general support
- Research and write at least two (2) grants over the course of the calendar year
- Maintain budgets for RILA's programs and classes, keeping careful track of expenditures and transactions

- Assist with marketing RILA's programs through media relations and social media
- Help build and maintain mutually beneficial relationships with RILA artists and community partners
- Keep updated records on our ongoing programs (attendance, demographic breakdown, etc) and create reports that support grant reports as well as future proposals
- Support organizational growth and program development

Skills required:

- Proven experience in non-profit program facilitation
- Knowledge of grant-writing and development procedures
- Experience with basic budgeting, bookkeeping and reporting
- Tech savvy, proficient in MS Office, Excel and Adobe Photoshop
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizations skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Bilingual (English-Spanish) a plus, and knowledge of the Rhode Island Latino community

Salary | Hours: 20 hours p/week @ \$20 p/hour (with potential for growth and extended hours). Hours can be flexible, and the work can be a combination of remote and in-person.

Additional information about the position: To be an excellent program coordinator, you must be organized and detail-oriented, and comfortable working with diverse teams. If you have further skills in non-profit or arts programming development, we'd love to meet you. You will be facilitating the effective management of programs according to the organization's standards.

To Apply: Send cover letter and resumé no later than May 25, 2022 to Marta V. Martínez, marta@relatinoarts.org with the subject line *RILA Programs Coordinator Position*