



## **Art and Culture Center/Hollywood - Outreach Program Assistant Education Department**

**Title:** Outreach Program Assistant—Education Department

**Responsible For:** Assistance with outreach and special programs

**Liaison with:** The Art and Culture Center/Hollywood administrators and staff, students, the community, parents, teachers, artists, and other organizations

**Schedule:** Part-time, approximately 15-20 hours a week, schedule varies based on program needs

**Rate:** \$11- \$14 an hour based on qualifications and experience

**Reports to:** Deputy Director

**Primary Function:** Assists with coordination of educational outreach programming at the Art and Culture Center including: Free Arts! Family Days, community events, Distance Learning, school partnerships, and other special projects

### **Duties and Responsibilities:**

- Ensures the smooth operation of educational outreach programs. Lead team member on select projects.
- Responsible for teaching some projects and programs associated with outreach programming.
- Help coordinate registration for events and special programs.
- Assist with coordination, design, and implementation of lesson plans for programming.
- Oversee various outreach educational program budgets, and work with the ACCH management team to develop new and expand existing programs.
- Compile and report statistics for outreach and projects monthly.
- Ability to multi-task and handle several requests from a variety of forms, emails, and calls happening at the same time.
- Work with Education team and PR department to promote education programs and services. Contact schools, families, and communities to promote existing and upcoming programs. Design creative text for promotion purposes.
- Review written marketing materials relative to outreach educational programming.
- Communicate with parents, schools, and the community about current and up coming educational opportunities and programs.
- Monitor and purchase supplies required to implement programs within allowed budget.
- Maintain and set up program materials, teaching spaces and tools.

- Create and implement other educational opportunities that help support the mission of the Art and Culture Center/Hollywood.
- Serve as a liaison for the Art and Culture Center/Hollywood at necessary meetings and public forums.
- Assist the Deputy Director with administrative tasks as needed
- Provide bi-weekly reports regarding the status and accomplishments of programs.
- Perform other related duties incidental to the work described.

**Candidate Requirements:** Candidate must possess an Associate's degree and/or currently enrolled in a degree seeking program in early education, elementary education, art education, museum studies, or other related field and a minimum of two years of experience working with children, families and/or education. The candidate will work directly with children and families, so a strong sense of commitment and responsibility is required. The candidate should work well as a team and also be self-directed. Excellent organizational and administrative skills as well as an ability to work well with the public is necessary. Strong knowledge and experience with Microsoft Word, Excel, Google platforms, as well as computer operating systems is required. Ability to work with confidential and sensitive information needed.

**To Apply:** Please submit resume and any supplemental materials you feel relates to the position by mail, hand delivery, or email. Reference: Outreach Program Assistant. Position will remain open until filled.

Attn: Deputy Director  
Re: Outreach Program Assistant  
Art and Culture Center/Hollywood  
1650 Harrison Street  
Hollywood, Florida 33020  
[operations@artandculturecenter.org](mailto:operations@artandculturecenter.org)

#### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy  
Twitter: @StratPhil