JOB DESCRIPTION: Programs Coordinator

Full-time: 40 hours per week (partly remote and on-site)
Schedule: General working hours will be Monday - Friday. Hours will include some nights or weekends, with flex time off for make-up hours
Compensation: $60,000, plus benefits
Benefits: Full Medical, Dental and Vision
Vacation: Holidays and 2 weeks vacation
Sick Days: One day per month, up to 120 hours per year
Reports to: Programming & Marketing Manager

To Apply: Send your resume and cover letter to Jobs@lapena.org by December 12, 2022. Cover letter is mandatory.

About La Peña Cultural Center:

La Peña Cultural Center is a 501(c)3 nonprofit organization located in Huichin, the unceded land of the Ohlone people, AKA Berkeley, CA. Rooted in the Latin American and Caribbean diaspora, La Peña has been a multicultural gathering place for artists, activists and allies since 1975.

La Peña is a cultural homeplace where every week children and adults study and celebrate the artistic and cultural traditions that have nourished struggles of resistance, sustained cultures, and contributed to the well-being of communities seeking liberation. La Peña collaborates with artists, activists and allies to offer classes, community gatherings, performing arts events, film screenings, concerts, community jams and more.

Job Overview:

The Programs Coordinator role is divided into 2 primary areas: Classes and Events coordination.

Classes: This position will oversee all areas of classes, including: scheduling, contracts, tracking payments, registration, marketing, and communications with teaching artists and students. They will assist in executing classes both online and on-site at La Peña.
Events: This position will support the programming and productions team with events coordination, providing ongoing on-site, logistical and administrative support.

Classes (50%):
- Oversee and coordinate seasonal/ongoing Classes and workshops
- Manage schedules, payments and contracts for all classes and workshops
- Support with onboarding of new classes, orientation and training, this may include how to use the space, what equipment they can access, etc.
- Provide ongoing on-site and administrative support to existing classes as needed
- Maintain open communication and respond in a timely manner to teachers, students, partners and colleagues via email, phone, text and in-person
- Create & oversee online and onsite class registration for tuition-based classes
- Oversee all communications with students and teachers
- Facilitate and support space-related needs for classes
- Maintain updated class schedule, classes spreadsheet and website calendar
- Collect, track and reconcile payments from teaching artists
- Request Teaching Artists payments from bookkeeper
- Communicate any upcoming scheduling conflicts or cancellations to teachers & staff
- Maintain regular communication with marketing and productions team members

Events Support (50%):
- Provide general admin, logistical and on-site support of events.
- Coordinate Education-based events, including one-time workshops, masterclasses & talks.
- Provide on-site and administrative support for the Community Space Program, which consists primarily of monthly community jams (rumba, son jarocho, batey boricua and others).
- Oversee Hospitality (food & drinks) for artists, staff and volunteers at events and special gatherings
- Oversee fundraising bars, including supplies, inventory, equipment and sales reporting, setting up devices/tablets and chargers for payment, and licenses.
- Ensuring that bar staff are set up with everything they need prior to an event
- Purchasing food and beverages from vendors and sponsors
- Leading the staff in maintaining the kitchen & bar inventory organized
- Setting up Square point of sale, pricing and items
- Coordinating with bartenders/event staff regarding menu & night of event.

Mandatory Skills
- Bilingual in English and Spanish
- Strong administrative & interpersonal skills (you love spreadsheets and people!)
- Strong written and verbal communication
- Proficient in Excel, Google Suite and Microsoft office.
• Self- Starter. Proactive. Responsive. Detail oriented

Experience/Qualifications
College degree preferred. A minimum of 2 yrs experience in a nonprofit or educational setting. A minimum of 2 years experience with project management or coordination.

Preferred Qualifications
Teaching experience; a practitioner of a roots arts tradition; event planning or community organizing experience; basic Audio/Visual skills (microphones, sound board, etc), Portuguese or other languages are a plus!

Physical Demands
The responsibilities and tasks associated with this position will require regularly sitting and viewing a computer, standing, walking, speaking, hearing and lifting up to 40lbs.