



Job Title: Community Arts, Culture, and Education Project Coordinator

Location: Laotian American Community of Fresno, Fresno, CA

Position Type: Part-time (24 hrs/wk)

Job Summary:

The Community Arts, Culture, and Education Project Coordinator is responsible for developing and executing outreach programs that engage the local community in arts, culture, and educational initiatives. This position focuses on building relationships with community members, artists, schools, cultural organizations, and local institutions to create opportunities for participation in arts and educational programs. The Project Coordinator is also responsible for promoting the organization's initiatives, organizing events, and ensuring that programs reach underserved or underrepresented populations.

Key Responsibilities:

- **Community Outreach & Engagement:**
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 - Establish and maintain strong relationships with community organizations, local schools, cultural centers, and other stakeholders.
 - Engage community members to participate in arts and educational activities, workshops, events, and exhibitions.
- **Event Planning & Coordination:**
 - Organize and coordinate community-based events, performances, workshops, educational conferences, and cultural activities.
 - Manage event logistics, including venue selection, participant coordination, materials, and staffing.
 - Ensure events are accessible to all community members, including marginalized or underserved groups.
- **Partnership Development:**
 - Collaborate with local artists, educators, and community leaders to develop collaborative projects and initiatives.
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- **Volunteer Coordination:**
 - Recruit, train, and manage volunteers who support arts, culture, and education programming.
 - Coordinate volunteer schedules for events, workshops, and other community programs.

- Foster a positive and inclusive volunteer culture, ensuring volunteers feel engaged and supported.
- **Resource & Educational Materials:**
 - Develop and distribute educational materials, toolkits, and resources related to arts and cultural programs, workshops, and community activities.
- **Monitoring & Reporting:**
 - Track outreach efforts, participant engagement, and event outcomes, reporting regularly to senior staff or funders.
 - Collect feedback from participants and stakeholders to assess the success of outreach programs and identify areas for improvement.
 - Maintain records of outreach activities, including attendance, impact reports, and partnerships.
- **Community Advocacy:**
 - Serve as a champion for arts, culture, and education initiatives in the community.
 - Advocate for arts education and cultural programming in local schools, community centers, and public spaces.
 - Promote the importance of arts and culture as a means of fostering community development and social cohesion.

Please Note: Job responsibilities are subject to change based on the needs of the organization.

Required Skills and Qualifications:

- **Education:**
 - Bachelor's degree in Arts Administration, Cultural Studies, Education, Social Work, or a related field is preferred.
- **Experience:**
 - 2-4 years of experience in community outreach, event coordination, arts programming, or education.
 - Experience working with diverse populations, including children, seniors, underserved communities, or marginalized groups.
- **Communication Skills:**
 - Strong verbal and written communication skills, with the ability to engage diverse audiences and stakeholders.
 - Experience in public speaking and community presentations.
- **Event Planning & Coordination:**
 - Experience in organizing and executing community events or public programs.
 - Strong organizational skills with attention to detail and ability to manage multiple tasks simultaneously.
- **Cultural Sensitivity:**
 - Understanding of cultural diversity and sensitivity to the needs of different community groups.
 - Ability to adapt programming to meet the needs of various cultural and demographic groups.

- **Volunteer Management:**
 - Experience recruiting, training, and managing volunteers for community-based programs.
 - Ability to inspire and motivate volunteers to contribute to the program's success.
- **Organizational Skills:**
 - Ability to prioritize tasks, manage time effectively, and maintain accurate records.
 - Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
- **Additional Skills (Preferred):**
 - Fluency in speaking Lao and awareness of the culturally etiquette and practices
 - Knowledge of grant writing or fundraising is a plus.
 - Familiarity with the local arts and culture scene, including schools, cultural centers, and artists.
 - Possess a valid driver's license and reliable transportation as position will require some traveling.

Salary Range:

Salary/Compensation: \$20 - \$25/ hourly

Application Process:

Interested candidates should submit a resume, cover letter, and 3 references to **laoamericancommunityfresno@gmail.com** by **5pm, Monday, December 30th, 2024**. Please include "Community Arts, Culture, and Education Project Coordinator Application" in the subject line.

LACF Annual Programs/Events

EDUCATION: ALEC (March/Apr)

COMMUNITY ENGAGEMENT: Lao New Year Festival (Apr/May); Community Banquet (May/June)

SCHOLARSHIP: Scholarship Announcement (Jul/Sept)

GALA FUNDRAISER (between Aug/Oct)

YOUTH/YOUNG ADULT: Ambassador (Year-round activities)