



Job Title: Program Associate
Full-Time, Exempt
Supervisor: Executive Director

This position will energize and strengthen programs and services for youth, increase awareness and quality measures in partnership with teaching artists, and provide strong organizational and administrative support. The program associate position will support all organizational departments. We seek a strong communicator with 3+ years of experience working for a nonprofit or company.

The responsibilities of this position include:

Programs and Services

- Recruit and direct volunteers in supporting educational initiatives
- Serve as an ambassador for the organization at events and activities to increase awareness for the YAH mission, programs and services
- Oversee weekend and evening public programs and culminating event activities while engaging and leveraging volunteer time to ensure success
- Use the educational and artistic rubrics to assess the quality of programming, provide reports and feedback
- Cultivate new opportunities to support and meet earned income revenue goals
- Maintain, strengthen, and create/establish new relationships with key educational and community stakeholders
- Assist with artist management and training and other duties as assigned.

Administrative

- Respond to clients within 48 hours of communication and inquiries to maintain high customer service standards.
- Maintain accurate reporting on all arts in education projects and provide timely reports.
- Generating written reports, maintaining and administering evaluation reports of programs.
- Create, organize, revise, and distribute informational reports as needed.
- Reviewing and organizing contracts, invoices, district RFPs, and all other paperwork as needed.

Reporting

- Assist Young Audiences Executive Director in grant report writing as needed.
- Provide evaluation reports, testimonials, and photo documentation from the field to strengthen grant reports and requests.

Special Events

- Provide backup collaboration and support for other related development duties and fundraising efforts initiated by the Executive Director.

Communications

- Draft, edit, and publish weekly social media posts for public programs and events
- Adhering to and overseeing the quality of Young Audiences branding and guidelines in all printed and electronic materials.
- Provide the Executive Director with monthly newsletter content and calendars.
- Create infographics and print media related to programs.

Qualifications

- Bachelor's degree in education, arts, communications, or related field preferred
- Spanish speaker a plus
- Track record of proven results through generated revenue and contracts
- Ability to handle a high volume of telephone and email interactions and promptly respond with a high level of customer service
- Experience with nonprofit organizations a plus
- Ability to multi-task, organize and prioritize responsibilities.
- Superior written and verbal communication skills, including grammatical accuracy
- Person with strong leadership, maturity, and communication skills

Full health, dental, and eye benefits. Medical, Dental, and Eye Coverage. 100% employer contribution on Medical Insurance benefits for employee.

Paid time off - 33 Days (13 ITO and 10 Vacation and 10 Holidays).

This position will require occasional weekend and evening work for special events or program support.

Technology Knowledge: Canva, Social Media Platforms, Wix, Salesforce, Microsoft Office, Apple computer systems.

Ability to lift 35 pounds and stand/sit for long period of time.

Must have reliable transportation and a vehicle to attend off-site events and activities and run office errands.

Office Hours: 9am – 5pm with occasional evening and weekends.

How to Apply

Send resume, cover letter, salary requirements, and three professional references to Young Audiences of Houston.

Email: yahou@yahouston.org