

AN OPPORTUNITY TO JOIN A GREAT TEAM

JOB TITLE: EDUCATION COORDINATOR
DEPARTMENT: EDUCATION
REPORTS TO: DIRECTOR OF EDUCATION
CLASSIFICATION: FULL TIME HOURLY, TEMPORARY

POSITION SUMMARY:

Reporting to the Director of Education for departmental project management and general administrative work, the Education Coordinator will schedule, plan and execute various tasks to support the Education Department. **In this role, you'll be part of the heart of Usdan** — the educational program offered to 1,500 students each summer — and you will also enjoy working with Usdan's leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Execute overall project management of the Education Department, including new initiatives
- Plan, schedule, and coordinate resources for Education-related meetings, including department leadership meetings
- Plan, implement, and provide analysis for feedback mechanisms for students and staff (surveys, focus groups, observations, anecdotal notes)
- Provide necessary information for the completion of the annual camp report
- Provide administrative support in onboarding faculty for the camp season.
- Support interviews to hire for additional summer roles and support staff
- Collaborate to develop program reports for board meetings
- During the camp season:
 - Maintain faculty and staff department document containing contact information, departments, and studio location
 - Devise content, copy and distribute faculty & staff newsletters relating to Education Department work
 - Track research questions during the summer
 - Implement Usdan traditions such as Red Object Exchange, Camp Kindness Day, and others
 - Liaise with Artists in Residence
 - Strategic planning for the launch and the development of the Usdanverse
- Additional duties as needed, including but not limited to research projects

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The Education Coordinator will be expected to follow any other instructions, and perform any other related duties, as assigned by their supervisors.

TERM, SALARY & BENEFITS:



- This position's term would be December 2023 – September 2024, with the possibility of extension for the right candidate.
- The hourly rate for this position ranges from \$21 to \$25, dependent on experience.
- Usdan offers various benefit plans for employees and their families, including, but not limited to medical, dental, vision, retirement, and flexible spending.

JOB REQUIREMENTS:

HOURS & LOCATION:

- December through May:
 - o Monday-Friday hybrid 2-day in office / 3-day work from home schedule, with flexible shift between the hours of 8am and 6pm.
 - o Workdays are at least 8 hours, with the possibility of additional hours based on business needs.
 - o The hybrid work schedule is subject to change as business needs evolve. Usdan will endeavor to provide as much advance notice as possible.
- June through August: Monday-Friday in office 5 days per week, starting no later than 8am.
- Year round: Some evening and/or weekend work is required.
- In-person presence on Long Island or in NYC **may be required within a day's notice.**

QUALIFICATIONS:

- Minimum 3-5 years' experience in similar role
- Outstanding time management, with strength in prioritizing and managing simultaneous projects to completion on time
- Superior written communication skills
- Exceptionally organized and detail oriented
- Advanced knowledge of Microsoft Office products, Adobe, and confidence navigating cloud-based systems
- Project and need driven workstyle adaptability between independent and teamwork
- Creative problem-solver, proactive thinker, with a simultaneous eagerness for professional development
- Bachelor's Degree or equivalent experience, preferably in education or related field
- Willingness to work occasional early mornings, evenings, or weekends as needed
- Must be up to date with COVID-19 vaccinations, if eligible, before the first day of employment.

Physical Demands

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter. Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day.

Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

Language Ability

Ability to read, analyze, and interpret protocols and procedural documents. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate clearly in English, both spoken and written communication.

QUALITIES OF A SUCCESSFUL CANDIDATE:

Successful candidates have a willingness to try new things, welcome feedback, and are able to give and follow directions. They are adaptable, self-starters as well as collaborators. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

TO APPLY:

- Please apply through our online application: <https://www.usdan.org/employment> and include a cover letter and resume. PDF files are preferred attachments.
- Prior to interview, candidates will be asked for at least two self-contained writing samples (i.e., email communications (formal/informal), details announcing an event you've participated in, summary of a program you've organized)

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.