



Lake Erie Ink Program Operations Coordinator

Lake Erie Ink is a nonprofit that provides creative expression opportunities and academic support to youth in the greater Cleveland community.

Lake Erie Ink creative expression programs include on-site after school, evening and weekend workshops and off-site programs held in schools and other OST youth-serving organizations throughout the Cleveland community.

Summary:

- Position is 35 hours a week
- \$20 an hour with three weeks of vacation; one week paid, to be scheduled during low program time and per ED approval
- Health benefits offered
- Works closely with and reports directly to the Executive Director and contributes to strategic planning and goal-setting regarding ongoing programs and mission fit.
- Is part of the organization's leadership team and has input into all operations that impact programming

General Description:

The Program Operations Coordinator is responsible for the day-to-day operations of the office ensuring efficient and effective operations and coordinating all issues affecting the daily program operations of the organization. They will work under the direction of the Executive Director to ensure the needs of the organization and our members are met in a timely manner.

Responsibilities include:

- Manage the database, including entering all program and other data, running class lists and reports as needed
- Outreach and communication with participants, families and volunteers about upcoming programs and other as needed
- Respond to incoming calls and emails and direct to appropriate parties
- Work with Marketing staff to create and send email and social marketing communications
- Coordinate production of brochures, flyers and other materials with Marketing staff, printer, and mailing house
- Manage office equipment and supplies, including computers, copier, telephones, etc.
- Assist with preparing documents for Board meetings, trainings, and other staff related functions
- Assist with planning and implementation of annual fundraisers, coordinating volunteers and vendors for special events

- Record and acknowledge donations in a timely manner
- Keep the office and classrooms organized – keeping track of supplies and paperwork.
- Complete yearly program reports, evaluation reports, and success stories for publication.
- Meet regularly with Executive Director, Development manager and Program Director.
- Assist the Executive Director, Board, and other staff with administrative and development projects as requested
- Act as staff liaison for the Fresh Ink Young Professionals board

Knowledge, skills and experience:

- Knowledge and experience with computers and software applications including, Excel, Word, Filemaker, publisher and presentation programs
- At least two years of experience in program or office management or equivalent position with similar responsibilities described above
- Attention to detail and ability to multi-task
- Experience with outreach and recruitment of participants and volunteers

Preferred Qualifications:

- Strong administrative and organizational skills
- Strong attention to detail
- Demonstrated experience in data management
- Skilled in verbal and written communication.
- Creative – can think outside of the box.
- Demonstrated ability to multi-task, work independently, and meet deadlines
- Self-motivated and able to work collaboratively with others.
- Practice effective team behavior and demonstrate effective interpersonal relationships
- Flexibility and a sense of humor
- Ability and willingness to adapt to a variety of duties and priorities.
- Interest in and commitment to creating safe and equitable spaces for youth to express themselves

Interested applicants should submit a resume and cover letter via email to Executive Director, Amy Rosenbluth at arosenbluth@lakeerieink.org

Lake Erie Ink is an equal opportunity employer and values diversity and inclusion. Qualified candidates will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation or preference, gender identity, disability status, veteran status, marital status, height, weight or any other characteristic protected by law.

Our Vision Lake Erie Ink: a writing space for youth, envisions a community where youth discover their voices, share their ideas and inspire each other as valued participants

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