



Columbus College of Art & Design

### Youth & Community Learning Coordinator

CCAD's Academic Affairs Department is seeking a professional who enjoys fast-paced roles, can work independently with little supervision, is a critical thinker, and has the ability to multi-task to fill this role. This role is crucial to keep our procedures and processes running smoothly.

We are dedicated to our mission of being an agile, trusted, strategic partner who delivers sustainable services and solutions that contribute to CCAD's success through the attraction, retention and engagement of a talented creative, diverse and inclusive workforce and we would love for you to join our team!

#### **SUMMARY**

The Youth & Community Learning Program Coordinator is a creative, strategic, self-motivated, and detail-oriented education professional who coordinates, implements, and assesses exceptional youth and community enrichment programming. These programs currently include: Creative Summer Workshops (for K-12 students), College Preview (a summer credit-bearing experience for high school juniors), a partnership with Columbus City Schools Pathways programs, and Saturday Morning Art Classes. Evening and weekend hours required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

Support the Director of Youth & Community Learning by:

- Creating, maintaining, and managing programming schedules, enrollment systems, and records
- Serving as primary point-of-contact for guardians of students enrolled in these programs
- Overseeing supply purchasing and distribution for these programs
- Serving as the in-person, on-call point-of-contact for the three-week College Preview program, liaising with Residence Life and Housing and Residence Life staff as needed.
- Leading on-the-ground communication with instructors through tools like Slack or Discord
- Populating the social media accounts for Youth & Community Learning, with an emphasis on documenting programs as they unfold
- Point of contact to manage and implement end-of-term gallery exhibitions of student work
- Assisting the Director with the coordination of hiring, managing, training, and scheduling of contract faculty and student employees who will teach and support these programs
- Assisting with the building and implementing assessment and reporting systems for these programs
- Proactively communicating and effectively collaborating with cross functional partners in Marketing & Communication, Career Services, Development, and Corporate & Community Projects
- Attending, scheduling, and leading meetings where appropriate
- Other duties as assigned

#### **QUALIFICATIONS**

- Ability to analyze and evaluate data
- Collaborative, entrepreneurial, proactive style, with excellent human relations skills
- Excellent organizational and project management skills
- Detail oriented and deadline driven work ethic
- Demonstrated ability to forge and sustain relationships and engage in collaboration
- Excellent written and verbal communication

- Ability to work on multiple projects simultaneously within time constraints
- Computer literacy with Google suite and Adobe suite

#### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in a relevant field required. Masters degree in art/design education preferred.
- Proven experience in K-12, education administration, or arts administration.
- Familiarity with CRM systems, such as Enrollsy

#### **PHYSICAL DEMANDS**

- The employee is regularly required to sit and talk or hear.
- The employee frequently is required to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Valid driver's license required
- Occasional travel required

#### **WORK ENVIRONMENT**

- The noise level in the work environment is moderate.
- The pace of the work environment is moderate to fast.

**COMPENSATION:** This position is full-time, exempt. Compensation is commensurate on experience and qualifications. CCAD offers a benefits package including: vacation time, additional paid time off while the college is closed during winter break, sick time accrual, health and dental insurance, life and disability insurance, 403B retirement contribution, tuition remission, campus parking, and free admission to the Columbus Museum of Art.

**HOW TO APPLY:** Visit [www.ccad.applicantpro.com/jobs/](http://www.ccad.applicantpro.com/jobs/) to submit your application. When asked to upload application materials, please submit a resume/CV and a cover letter. If you are applying from any website other than CCAD or Indeed, you will receive a follow up email 3 hours after your initial submission directing you to follow the link and complete your application. You must complete this two-step process, or your application will be considered INCOMPLETE.

#### **CCAD Vaccination & Booster Requirement Notice**

Columbus College of Art & Design (CCAD) is committed to protecting our students, employees, and our communities from COVID-19. Toward that goal, and in consideration of guidance released by the state of Ohio, the U.S. Centers for Disease Control and Prevention (CDC), and a variety of public health authorities and professional organizations, CCAD is implementing a vaccination & booster requirement policy for its students and employees.

All employees, including on-campus, hybrid, or fully remote status, are required to receive the Covid-19 vaccination and booster shot (if eligible) as determined by CCAD and provide proof of their fully vaccinated/up to date status upon hire.

**Reasonable Accommodation:** Employees in need of an exemption from this policy requirement due to a medical reason, or because of a sincerely held religious belief, must request a Request for Accommodation form from Human Resources to begin the interactive accommodation process. Accommodation requests will be considered on a case-by-case basis and/or granted where they do not cause CCAD undue hardship or pose a direct threat to the health and safety of others.

Please direct any questions regarding this notice to Human Resources at [humanresources@ccad.edu](mailto:humanresources@ccad.edu).

**\*CCAD reserves the right to modify, supplement, revise, or rescind any part of this notice as it deems necessary or appropriate with notification..**

**About CCAD:**

[Columbus College of Art & Design](#) teaches a diverse undergraduate and graduate student body in the midst of a thriving creative community in Columbus, Ohio. Founded in 1879, CCAD is one of the oldest private, accredited, and nonprofit art and design colleges in the United States. CCAD offers 11 BFA programs in a variety of visual art and design disciplines, a Master of Fine Arts in Visual Arts, and a Master of Professional Studies in Retail Design that produce graduates equipped to shape culture and commerce at the highest level.

At the core of CCAD is [The CCAD Way](#), one of Creative Collaboration, Intentional Inclusivity, and Proven Potential. Our [Core Values](#) of Respect, Positivity, Inspiration, and Accountability unite us. CCAD's [Presidential Commission on Diversity, Equity & Inclusion](#) works to help CCAD grow with intention into a more inclusive and equitable institution. Learn more at [ccad.edu](http://ccad.edu).

**About Columbus:**

As the 14th largest city in the country and the largest and fastest-growing city in Ohio, [Columbus](#) is collaborative, open, and dynamic. Between incredible arts and entertainment, exciting collegiate and professional sports, and a spectacular downtown riverfront of sprawling greenspace, Columbus has something for everyone. Here, you'll find all the culture and amenities you'd expect in a major city, with the friendly and approachable attitude of the Midwest. Franklin County, where Columbus is located, is the epicenter of the state's political, economic, and social presence and is home to 1.3 million residents with a median age of 34. Columbus is a top city for equality and was the recipient of a perfect score from the Human Rights Campaign in 2020. And central Ohio is serious about higher education: the [Columbus region](#) is home to 52 college and university campuses, with 22,000 annual college graduates. Because CCAD is closely tied to the city's numerous art and design spaces and ever-expanding districts, you'll have plenty of places to experience creativity and showcase your own.

**EEO Statement:**

As an educational and cultural institution, a culture of equity and inclusion is not an add-on at CCAD, rather it is central to how we define creative excellence and the health of our institution. CCAD believes that a culturally diverse campus is integral to academic excellence, and our student, faculty, staff, and trustee bodies should reflect the diverse world in which we live, with attention to race, ethnicity, religious creed, national origin, age, sex, sexual orientation, gender identity or expression, and ability. At CCAD, we are determined to foster an environment of inclusion and equity. CCAD is an equal opportunity employer and encourages applications from individuals who will contribute to its diversity.