

## **Pop Culture Classroom Position Description**

**Title:** Classroom Programming Coordinator

**Reports To:** Director of Education

**Summary:** Responsible for the management and implementation of educational programming.

**Compensation and Benefits:** \$35,000 annually, \$400 monthly stipend to be used as needed.

**Hourly Expectation:** 30 hours per week (hours will need to be flexible for evening and/or weekend class management)

### **Duties and Responsibilities:**

- Works with Director of Education and Education Program Manager to execute PCC's Educational Programming Plan
- Manage day-to-day operations of on-site classroom including scheduling of classes/sessions, necessary teachers, keeping the space and materials in good order, ensuring consistent supplies of materials, and safety of students
- Design and execute logistical system for onsite classroom
- Manages on and off-site educational events in community
- Supports refinement of existing programs, ensuring mission focus
- Envisions, develops and executes new program ideas for on-site classroom
- Manages program budget
- Provide training and oversight for teachers
- Maintain accurate tracking of program details (permission forms, student participation, teacher scheduling, and other related details)
- Work with Marketing Committee to promote PCC's Educational Programming over social media, website, and newsletters
- Help design, execute and oversee educational programming at Denver Comic Con in conjunction with DCC Staff and Volunteers
- Other duties as assigned

**Required Qualifications:**

- Experience with utilization of pop culture as an educational tool
- Experience teaching in a classroom and/or informal setting (K-12 preferred)
- Ability to creatively solve problems on the spot
- Ability to reflect on and refine complex systems
- Experienced with contemporary pop culture
- Compassionate and clear communication skills
- Experience managing teams of staff and volunteers
- Experience with project management techniques and tools
- Excellent planning and organizational skills, excellent verbal and written communications skills, excellent interpersonal skills, detail oriented, skilled with Microsoft Office software, and lecture and workshop teaching skills.
- Able to work in an office environment
- Valid drivers license and reliable transportation

**Desired Qualifications**

- Understanding of and experience with DCC/PCC
- Bilingual English/Spanish skills
- Connections in local education and non-profit networks

**At Pop Culture Classroom, we value:**

- Quality service to kids and communities
- Respect, inclusiveness and diversity
- Equality of opportunity
- Unique perspectives and life experiences
- Alternative approaches to education
- Recognizing each person's intrinsic dignity and importance
- Open communication, responsibility and honesty

Pop Culture Classroom is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

Please email resume and cover letter to [jobs@popcultureclassroom.org](mailto:jobs@popcultureclassroom.org) or mail hard copies to Pop Culture Classroom, c/o Illya Kowalchuk, 2760 W 5<sup>th</sup> Avenue, Denver, CO 80204.

No phone calls, please.