



## **Pop Culture Classroom: Classroom Programming Coordinator**

**Title:** Classroom Programming Coordinator (Contract Position)

**Reports to:** Education Program Manager

**Summary:** Contract position responsible for administration, communication, and coordination relating to Pop Culture Classroom's educational programming.

**Compensation and benefits:** \$20 per hour

**Hourly Expectation:** 20 hours per week (end date August 15, 2022)

**Description:** Pop Culture Classroom (PCC) is a Denver-based educational nonprofit that offers pop culture-based educational programs in schools, youth centers, libraries, nonprofits, and detention centers across Colorado. The Education Program also develops graphic novel teaching guides, educational comics, and pop culture-based curricula available for download at no cost.

We are currently seeking a Classroom Programming Coordinator who will help us in coordinating local outreach opportunities that support our mission of igniting a love of learning, increasing literacy, celebrating diversity and building community through the tools of pop culture and the power of self-expression. Our ideal candidate is someone with strong communication and organization skills, a background in pop culture (comics, gaming, art, design, digital media, etc.) and/or education, and who is excited to join a vibrant and diverse educational community, work with diverse and underserved populations, and build one-of-a-kind learning experiences for learners of all ages. This position is currently contracted only through August 15, 2022, but is renewable based on need and funding available.

**Applications Due:** Tuesday, February 1, 2022

**Start Date:** Tuesday, February 15, 2022

### **Duties & Responsibilities**

- Works with Education Program Manager to execute PCC's educational programming.
- Manage the Education@ e-mail account fielding general inquiries, outreach inquiries, and directing communications through proper channels.
- Schedule outreach workshops with outside organizations and coordinate with Human Resources Manager to invoice them for our services.
- Work with outreach organizations to determine scope and content of workshops and determine programming dates and times.
- Manage communications between PCC, PCC instructors, and outreach organizations. This includes:
  - Scheduling PCC Instructors for workshops and connecting them with outreach organizations.

- Confirming details with outreach partners and PCC instructors such as class size, age ranges, additional adult support, materials, check-in location, virtual programming supports and links, etc.
- Rescheduling workshops if necessary.
- Coordinate with outreach organizations for data collection, survey administration, photo release forms, and other materials.
- Coordinate the acquisition and delivery of supplies for programming.
- As needed, be present to support in-person workshops and educational programming at community events.
- Manage registration for public-facing workshops and camps.
- Maintain detailed, accurate tracking of program details (release forms, evaluations, student participation, teacher scheduling, and other related details) for each program and provide periodic reports to supervisor(s).
- Other duties as assigned.

### **Required Qualifications:**

- Proven track record of planning and executing educational programming (local experience is a plus, especially in the nonprofit sector)
- Excellent planning and organizational skills, detail oriented
- Excellent verbal and written communications and interpersonal skills
- Ability to thrive and work effectively both individually and as part of a small team in a fast-paced environment with multiple demands on attention
- Demonstrated leadership, reliability, stability, and responsibility
- Ability to keep a detailed records of communications around programming
- Ability to creatively solve problems on the spot
- Ability to travel to and from workshops as needed
- Comfortable carrying materials (up to 30 pounds) to and from workshops
- Valid drivers license and reliable transportation
- Some flexibility in work hours

### **Desired Qualifications:**

- Bachelor's Degree or higher
- Experience teaching in a classroom setting (K-12 preferred)
- Experience with contemporary pop culture and knowledge of its influences/history
- Experience with utilization of pop culture as an educational tool
- Strong computer skills to include Microsoft Office, event registration systems, project management tools, Zoom, Asana, etc

Any applicant who advances through the interview process must pass a background check.

This is a contract position based at the PCC offices, though PCC maintains a flexible remote work policy. Some evening and weekend work will be necessary.

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

Not benefits eligible.

Please email resume and cover letter to [education@popcultureclassroom.org](mailto:education@popcultureclassroom.org).

No phone calls, please.