



# JOB OPPORTUNITY

## OFF-SITE COORDINATOR

[www.gabrielsartkids.com/hiring.html](http://www.gabrielsartkids.com/hiring.html)



### LOCATION

Remote with on-site component  
Local candidates only

### SCHEDULE

12-15 hours per week

### Compensation

\$25-35 per hour, DOE

Gabriel's Art Kids is seeking a dynamic and organized **Off-Site Coordinator** to manage our enriching after-school art programs across multiple school locations. This role is crucial in bringing our creative educational experiences to local schools, coordinating between our talented teaching staff and school partners, and ensuring smooth program operations. The ideal candidate will combine strong organizational skills with a passion for arts education.



## JOB SUMMARY

As the GAK Off-Site Coordinator, you will be the central point of contact for our off-site programs, managing relationships with schools, supporting our teaching staff, and ensuring program excellence. This role requires exceptional organizational and communication skills, working closely with the Director and Marketing to expand and maintain our off-site programming.

## **QUALIFICATIONS**

- Bachelor's degree in Arts Administration, Education, or related field preferred
- Minimum 2 years of experience in program coordination or educational administration
- Strong organizational and project management skills
- Excellent written and verbal communication abilities
- Proficiency in database management
- Experience in arts education is a plus
- Valid driver's license and reliable transportation
- Ability to pass a background check through the public school district
- Flexibility to occasionally visit off-site locations during after-school hour

## **RESPONSIBILITIES**

### **Program Management**

- Oversee all off-site art programs and maintain location database
- Coordinate with Gabriel to plan teaching schedules and assignments
- Ensure proper preparation and distribution of materials and supplies
- Monitor program quality and implement improvements as needed

### **Communication and Outreach**

- Maintain relationships with PTAs and key school contacts
- Respond to program inquiries and coordinate with marketing team
- Conduct regular follow-ups for feedback and testimonials
- Develop and maintain school partnerships

### **Logistics and Planning**

- Process and organize program requests and registration forms
- Create detailed program plans including schedules and resource needs
- Work with teachers to develop and adapt curriculum as needed
- Coordinate with marketing team on promotional materials

### **Teacher Support**

- Assist in teacher orientation for off-site programs

- Provide ongoing support throughout program duration
- Collect and implement teacher feedback for program improvement
- Ensure teachers have necessary resources and information

**Administrative Duties**

- Maintain accurate program records including attendance and payments
- Assist in budget planning and tracking
- Ensure compliance with school policies and insurance requirements
- Generate regular reports on program performance

To apply, go to [Hiring \(gabrielsartkids.com\)](https://gabrielsartkids.com)