



## DEPARTMENT OF PROGRAMS AND INTERPRETATION

**Title:** Adult Programs Coordinator  
**Department:** Programs and Interpretation  
**Reports to:** Director of Programs and Interpretation  
**Salary:** \$40,000 - \$43,000

**Start Date:** September 15, 2022

### **Background:**

The Garfield Park Conservatory Alliance (GPCA) is a community oriented non-profit organization involved in a unique partnership with the Chicago Park District and its historic plant conservatory. The Department of Programs and Interpretation supports the mission of the Garfield Park Conservatory Alliance by changing lives through the power of nature, and is dedicated to developing, implementing, and facilitating a heightened interest and deeper understanding of the plant world, both inside and beyond the Conservatory's glass walls.

The Adult Programs Coordinator is a full-time, year-round, non-exempt position that includes a benefits package. Primary responsibilities include, but are not limited to: 1) Exemplify a commitment to GPCA's mission, vision and values 2) Fulfill administrative duties of internally and externally led programs, 3) Coordinate adult programs associated with the organization's mission including diversity, equity and inclusion goals, 4) Work with department managers to develop a robust schedule of programs in four main programming areas: health & wellness, gardening & growing, arts & culture, and sustainability, and 5) Develop programming with the intention of engaging West Side residents and new audiences.

### **Position Responsibilities:**

#### **Administrative Tasks**

- Collect program information from instructors, speakers and performers to create event listings for all Programs & Interpretation department events
- Upload and update event listings to Wordpress based website and Eventbrite registration pages for all Programs & Interpretation department events
- Execute contracts with external partners and collect W9 forms and invoices
- Coordinate room and equipment reservations and set-ups for all adult programs
- Work with staff and instructors to create supply lists
- Oversee scholarship applications and work with site Accessibility Coordinator to fulfill accommodations requests
- Share program details and assets with the Digital Media Communications Specialist and Graphic Designer for promotion

## **Program Oversight**

- Recruit lecture speakers, instructors and performers for annual schedule that includes:
  - 4 to 6 Wednesday evening lectures
  - 3 to 5 Music Under Glass concerts
  - Older adult and intergenerational art workshops and multi-week series
  - Twice monthly yoga classes
  - Wellness Walks and Healing with Nature programs
- Utilize a Request for Proposals (RFP) process, as needed, to recruit speakers, instructors and performers
- Perform hosting duties for programs including overseeing program set-up, welcoming and checking in guests to programs, troubleshooting minor issues, ensuring the space is cleared post program; work with co-workers to fulfill hosting duties when not available
- Administer surveys to get program feedback and incorporate it into future program planning

## **Support Internal Programs**

- Attend and contribute to regular adult programming meetings to determine scope and focus of upcoming adult programs
- For certain programs that require additional staff support, assist co-workers with classes
- Collaborate with co-workers, including Community Engagement Manager, to support community outreach including providing special community access to programs and flyers to share with community members
- Assist and help facilitate additional programs and special events
- Other duties as assigned and within the scope of this position

## **Qualifications:**

- Applicant should have a HS diploma or equivalent, with at least 2 years of working experience, preferably in an office-based/administrative capacity.
- Applicant should have an interest in museum-based or informal education, with a background in gardening, adult education, science or environmental education.
- Applicant should have strong organizational skills to oversee many moving parts
- Applicant should have clear and consistent communication methods to communicate with multiple colleagues including external partners, guests, programming staff, Chicago Park District staff, janitorial staff and security guards
- Applicant must be an enthusiastic and charismatic representative of our organization, enjoy and excel at direct service, and love working with adults from a variety of backgrounds.
- Applicant should prioritize inclusive and equitable programming
- Applicant is anticipated to work a Tuesday – Saturday schedule with some Wednesday evening programming; all programs require on-site attendance however there is flexibility to work remotely as available when not hosting a program.

**Preferred Qualifications:**

- Preference for West Side (Garfield Park, Austin, North Lawndale, West Humboldt Park) applicants
- Experience with Microsoft Office and Google Suites, Wordpress and Eventbrite or interest in learning these systems
- Experience in creating or facilitating programming for people with disabilities

**Benefits & Salary:**

This position is full-time, non-exempt, averaging 40 hours per week. The salary range is \$40,000 - \$43,000 depending on relevant experience. Time-off accrues monthly for vacation, personal and sick time in addition to paid holiday time for 11 observed holidays. Includes health benefits in an organization that supports a healthy work life balance and hybrid work schedules.

**Application Instructions:**

To apply, submit a cover letter and resume highlighting relevant experience to Mattie Wilson at [mwilson@garfieldpark.org](mailto:mwilson@garfieldpark.org). Applications will be reviewed on a rolling basis with priority to those applying by end of day, Wednesday, August 17.

**Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.**

GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.