ArtsNOW Project Coordinator Job Description

ArtsNOW is hiring a self-motivated **Project Coordinator** to support educational initiatives, school visit logistics, and data evaluation across our projects. The ideal candidate possesses a solid understanding of arts integration and educational practices, strong organizational skills, and experience coordinating projects.

The Project Coordinator will work directly with ArtsNOW consultants, educators, and ArtsNOW leadership to support the organization's strategic plan and ensure all project deliverables fall within scope and schedule. We are looking for a creative, detail-oriented, and dedicated individual who thrives in a collaborative culture and brings innovative solutions to new opportunities.

Project Coordinator Duties and Responsibilities:

- **Operations & Grant Support:** Assist with non-profit operations, grant-funded initiatives, and project documentation.
- **Travel & On-Site Support:** Travel to school districts, partner organizations, and conference locations across three states as needed.
- **Duluth Office Operations:** Work on-site in the ArtsNOW Duluth, GA office to carry out administrative, logistical, and project tasks when not traveling or supporting on-site work in schools.
- **Field & Team Support:** Provide direct administrative and logistical support to ArtsNOW consultants and field team members across project locations.
- **Event & Logistics Coordination:** Manage logistics for professional learning workshops, conferences, and arts integration learning experiences.
- **Data Collection & Impact Evaluation:** Collect, analyze, and report program data to evaluate impact and drive continuous improvement.
- **Strategic Plan Alignment:** Actively support and contribute to the execution of the organization's overarching strategic plan.
- **Meeting & Team Collaboration:** Attend mandatory monthly team meetings at the ArtsNOW Home Office in Duluth, GA and maintain close communication and collaboration with the local and broader team.
- **Partner & Educator Relations:** Foster positive, collaborative relationships with educators, school partners, and community stakeholders.

Project Coordinator Skills and Qualifications:

Education & Experience

- Bachelor's Degree, with experience in education required
- Demonstrated experience in project coordination and logistics management
- Experience with arts integration as an instructional approach required
- Experience working in non-profit settings or with grant-funded educational initiatives is preferred

Technical Proficiency:
- High proficiency in Microsoft Office Suite and Google Workspace
- Proficiency with virtual meeting platforms (e.g., Zoom, Microsoft Teams)

Communication & Interpersonal Skills:
- Excellent written and verbal communication skills
- Strong interpersonal abilities to build trust and collaborative relationships with educators and team members

Organization & Problem Solving:
- Exceptional organizational and time-management skills with a proven track record of managing multiple priorities and deadlines
- Demonstrated problem-solving and critical-thinking abilities
- Ability to work both independently and as a proactive team player in a fast-paced environment

Specialized Knowledge:
- Knowledge of non-profit operations, educational initiatives, and grant-funded programs
- Ability to collect, analyze, and present data clearly for impact reporting

Requirements:
- Willingness and ability to travel to school and conference sites across a three-state region