

---

---

PO Box 541  
La Grande, OR 97850

---

---



ART  
CENTER  
EAST

---

---

541.624.2800  
info@artcentereast.org

---

---

*Inspire, enrich, and interlace Eastern Oregon communities through creative expression.*

**Application window:** Open Until Filled

## **ART CENTER EAST - Job Description**

**Title: Learning Coordinator**

### **Job Summary**

The Learning Coordinator is responsible for developing and managing high-quality classes and events that support Art Center East's (ACE) mission and strategic goals. The primary role of this position is to build, market, and manage ACE's quarterly schedule of classes, including recruiting instructors, developing new classes, supporting instructors and learning program delivery, and assessing the success of ACE classes. Additional duties include basic accounting, interaction with the public, volunteer supervision, and program-related facility management.

**The Learning Coordinator position is 30 hours per week. Some of these work hours occur on Saturdays and occasionally in the evenings.**

### **Qualifications and Skills**

#### Education

- Education and/or experience sufficient for success in this position

#### Customer Service and Communication

- 2+ years experience working in a busy office environment
- Attention to detail, high standards, and proven ability to manage multiple tasks with shifting priorities
- Professional appearance and courteous manner
- Clear, polite phone voice
- Exceptional interpersonal and written and verbal communication skills
- Self-starter and highly motivated
- Sufficient writing skills for business correspondence and communications with the general public (e.g., website, social media posts, press releases)

## General

- Ability to thrive in a team environment
- Proficiency with computers and office technology and equipment, including printers, copiers, scanners, Square point of sale, social media
- Comfortable using technology and social media
- Creativity and strong problem-solving skills
- Strong task and time management skills
- Basic math skills and understanding of basic financial concepts
- Experience supervising others

## Preferred, but not required, skills and experience:

- Spanish-speaking
- Experience working at a nonprofit organization
- Familiarity with Zoom, WordPress, productivity software, and Google drive/docs
- Passion for the arts and familiarity with regional arts communities
- Experience with facilitation, teaching, curriculum building
- Experience with accounting, budgeting, and/or financial assessment
- Experience building partnerships with other organizations through collaboration
- Management and promotion of arts, education, or community projects or programs

## **Specific duties include:**

### **Learning Management:**

- Collaborate with ACE staff and board members to develop and implement classes that align with ACE mission and strategic direction
- Work with community partners to develop new class opportunities that inspire all communities to engage in classes at the art center
- Work at ACE on select Saturdays each month and occasionally in the evenings
- Recruit, manage and support class instructors (“teaching artists”) and volunteers
- Coordinate and construct the ACE quarterly schedule of classes
- Manage class registrations
- Distribute, collect, and process class evaluations and other program data
- Assist with ACE events
- Coordinate with other staff to maintain facility open hours; the Learning Coordinator works in person at ACE (although some remote work is allowed)
- In coordination with the ACE website manager, maintain WordPress platform for class sales and registrations to the public

## **Communications**

- Collaborate with other staff to market ACE classes/programs via traditional and social media
- Collaborate professionally with ACE staff and Board of Directors
- Provide effective customer service in person and in written communications
- Maintain records, including filing, data entry, and reporting
- Assist with special events (fundraisers, informational booths) that publicize ACE to the community
- Supervise volunteers and interns associated with ACE classes (as needed)

## **Salary and Benefits**

**Hours:** 30 hours per week

**Compensation:** \$15 - \$20 per hour, DOE

- Staff discount on Gift Gallery items
- Holidays off (unpaid)

**Application window:** position open until filled

## **To apply, please send the following items:**

- A cover letter that describes why you are interested in working at Art Center East and how your work experience relates to this position
- Resumé
- A sample of your professional writing (public communications you have written, such as marketing materials, announcements, business letters)
- Recommended: three professional references

## **Incomplete applications will not be considered.**

Applications may be mailed to P.O. Box 541, La Grande OR 97850 or delivered to Art Center East at 1006 Penn Avenue in La Grande. To submit electronically via email, please **save your application materials as a single PDF document** with [Your Full Name] Learning Coordinator in the document title. Please email your application to [darcy@artcentereast.org](mailto:darcy@artcentereast.org). No phone calls or in-person inquiries, please.

The Eastern Oregon Regional Arts Council DBA Art Center East is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, gender, sexual preference, age, national origin, disability, veteran status, neurodiversity, or any other classification protected by law.