



Education Coordinator Job Description

Reports To: Executive Director

FLSA Status: part-time, non-exempt, 25 hours

Duties & Responsibilities:

- **Education**
 - **Selection, schedule, and management of art instructors**
 - **Planning, scheduling, marketing and registration of adult and children's classes and tours**
 - **Management of youth and family programs**
- **General**
 - **Other duties as assigned**

Qualifications

- Strong interpersonal, communications, customer service, and organizational skills.
- Proficiency in office software (Microsoft Office), databases, Mac & PC platforms, as well as tech troubleshooting and A/V equipment.
- Minimum of 3-5 years of relevant experience.
- Able to lift 20-40 pounds and stand for two hours.
- Experience and understanding of art practices & arts nonprofits
- Spanish language skills desired

The Santa Cruz Art League is an equal opportunity employer.