



Position Title: Part-Time Coordinator – Going Green Project

Job Code: 8349

Reports To: Program Director

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Coordinator for The "Going Green" Artist in Residence & Stairwell Project" will assist in establishing and carrying out the daily activities of the project. The goal of the project is to aesthetically transform the stairwells of the Hialeah Campus. An artist in residence will work with students to not only teach them about the transforming nature of art in public places, but how we can work together to transform institutions to make them more sustainable for the occupants.

Duties & Responsibilities:

- Assists the Project Coordinator in planning, evaluating and reporting the activities of the stairwell project
- Serves as an event planner and coordinator for the artist, teachers, and students involved in the project
- Assists in the creation and maintenance of project-related records and reports
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from a regionally accredited institution with two (2) years of related experience
- Must possess good organizational and computer skills
- Ability to display initiative
- Ability to work with minimal supervision
- Understanding of sustainable practices a plus
- Ability to work effectively with people in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name