



**Position Title:** Part-Time Program Coordinator - Hispanic Cultural Arts Program  
**Job Code:** 8349 **Grade:** CT  
**Reports To:** Dean, Administration **FLSA:** Non-Exempt

**Job Description:**

The Part-Time Program Coordinator develops an annual Hispanic cultural arts program at the North Campus that will include, but it is not limited to literary arts, concerts, youth program, performing arts, theater, films and documentaries, and student exchange cultural programs with other academic institutions of higher learning.

**Duties & Responsibilities:**

- Develops marketing plan for the promotions of all activities associated with this program
- Responsible for the marketing and promotion of all activities
- Works in conjunction with the College's Media and Marketing departments to promote the programs
- Responsible for seeking sponsorships, grants, and contributions to support the activities associated with the cultural programs
- Responsible for securing guest lecturers and artists to support the cultural program
- Coordinates all logistics for the presentation of the activities
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associates degree from a regionally accredited institution and two (2) years or related experience
- Must possess good organizational skills
- Creativity and experience directly related to this position are essential
- Must be able to represent the College in radio talk shows and other media avenues when needed
- Must display initiative and ability to work with minimal supervision
- Computer skills required
- Must have excellent communication skills, both oral and written in Spanish
- Must be able to work a flexible schedule when needed
- Must have the 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.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name