



**Job Posting: Program Assistant
.5 FTE (20hrs/week) Exempt Position**

Schedule consists of some evenings/weekends (must be available all Saturdays March-May)

Loco Bloco's mission is to promote San Francisco youth's healthy transition into adulthood by engaging them in the creation and performance of music, dance and theater rooted in Afro-Latino traditions. Loco Bloco encourages its youth to use multicultural art forms as a tool for their own empowerment and as a catalyst to help them overcome discrimination and bring about change in their communities.

Reporting to the Program Manager and the Executive Director, the Program Assistant will implement systems, which will help Loco Bloco achieve its mission and programmatic and artistic objectives.

Essential Responsibilities Include:

- Improve the operational systems, processes and policies in support of organization's mission.
- Ensure all programs embody LB's Core Values and provide a safe and supportive environment for youth participants
- Exhibit appropriate behavior for an intergenerational space and accept and embrace the role as a mentor for our youth and young adults
- Attend all major organization events including but not limited to: SF Carnaval, ensemble shows, theater productions and Blocura Gala

SPECIFIC RESPONSIBILITIES:

Marketing & Communications:

- Website and social media updates
- Coordinate the distribution of marketing and outreach materials for programs and events
- Maintain organizational databases and mailing lists
- Collect and maintain archives of all media (photos, videos, press etc.)

Program Administration:

- Collect and organize registration, attendance and demographic information for all participants
- Data entry into the CMS system in accordance to the requirements and due dates of our DCYF contract
- Collect and organize program fees from participants
- Coordinate Carnaval costume orders and disbursement
- Administer quantitative youth and parent surveys.
- Is on site during program hours to provide supervision of program and ensure the safety of program participants.
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- Participate actively in Loco Bloco staff meetings, including weekly Leadership Team meetings, and in additional agency meetings, as needed
- Participate in ongoing professional development throughout the year.
- Comply with policies and procedures, and laws pertaining to the operation of Loco Bloco
- Maintain constant and professional communication with participants and families about program information, policies and events
- Maintain a database of all performances
- Supervise youth during rehearsals, shows and classes
- Costume care, inventory and ordering

QUALIFICATIONS:

- A passion for Loco Bloco's mission and a commitment to providing young people with the highest-quality Artistic & Youth Development experiences
- Experience in the Performing Arts
- Experience with Youth Development theory and practice
- Experience working with multi-ethnic, multi-cultural youth & families
- Experience in Event Production
- Experience supervising and training staff
- Excellent verbal and written communication skills
- Experience building partnerships with community-based agencies and schools
- Ability to engage with youth and build meaningful relationships with them
- Diplomatic and tactful; able to work with a wide variety of people and teams
- Ability to multi-task, take initiative and assume a leadership role in the organization
- Demonstrated track record of successful project planning and management
- Ability to work individually and in teams
- Ability to think critically and strategically and willingness to reflect and improve
- Attention to detail, observant, resourceful and is a creative problem-solver
- Ability to work successfully on multiple projects and remain focused in a busy environment
- Computer savvy, including Microsoft Word, Excel, and databases (CMS preferred)
- Bachelor's or equivalent experience in the field of Youth Development, or related field, preferred.
- Ability to speak and write in Spanish preferred.
- Fingerprint and TB clearance

Physical requirements:

- Must be able to lift and carry 25 pounds.

Compensation: \$20/hr, 20 hrs/week

Benefits: Holidays (including xmas eve-new years eve), Sick Leave, 2 weeks Paid vacation (+ 1 week added after 2 years of employment), health benefits

To Apply: Please send a resume and a thoughtful cover letter to annie@locobloco.org

Loco Bloco is an Equal Opportunity Employer and seeks workforce diversity with respect to race, ethnicity, culture gender, age, sexual orientation, and physical abilities. Women and people of color strongly encouraged to apply. Loco Bloco is "First Source Hiring" Program and makes every good faith effort to hire economically disadvantaged San Francisco residents.