The Barnes Foundation / Puentes de Salud
Bridges to the Arts / Puentes a las Artes

Program Coordinator

Project Description:
The Barnes Foundation and Puentes de Salud are Partners in the launch of Puentes a las Artes/Bridges to the Arts, a pilot project which will support Pre-K ELL/ESL children, ages 3-4 from South Philadelphia’s Latino immigrant community. The Project objective is to develop early cognitive, linguistic, and visual literacy skills through an art-based curriculum and museum access. This project will include bi-literacy afterschool instruction, museum and community-based workshops, and programming to engage families/caregivers as children’s first and most important teachers.

Position Reports To: Barnes/Puentes Education Directors Exempt/Non: Part-time hourly/non-exempt

Primary Function: Part-time Project Coordinator position provides a groundbreaking opportunity to work and learn at the intersection of education, arts/culture, and social justice. The Project Coordinator will be responsible for the day-to-day site coordination and relationship building with Pre-K children ages 3-4, their families and teaching artists, to ensure smooth participation in the Barnes/Puentes grant-funded initiative, Bridges to the Arts / Puentes a las Artes. This includes school and community site logistics, family/child registrations and attendance, coordination of multi-site staff, and student/family support.

This position will work with project team leaders to build strong connection between Southwark Elementary School, Puentes de Salud, and the Barnes Foundation. This position is part-time hourly, and averages 15hrs/wk. Coordinator must be available 12:30-5:30 Tuesdays, Thursdays, and one to two Saturdays per month during the academic year. Project Team Meetings occur once per week, time to be determined. Flexible schedule when school is not in session.

Education/Training/Experience:
• Open to a third-year undergraduate student or higher, in addition to graduate students and others seeking part-time work.
• Bi-lingual (Spanish/English) Spanish fluency required, native speaker preferred
• Candidates must be able to work independently and have excellent interpersonal skills for leading and managing teams.
• Must be proficient with all Google drive suites and applications
• Experience working with Pre-K-aged children and families
• Strong written and oral communications

As a representative of a pilot partnership of The Barnes Foundation and Puentes de Salud, all comments, attitudes, actions, and behaviors have a direct effect on the Partnership’s image and perceptions of quality service. Interaction with participants, volunteers, co-workers, supervisors, vendors, researchers, donors and other employees must be friendly, supportive, courteous, respectful, honest, cooperative and professional. This behavior will promote an atmosphere of teamwork congruent to our values, vision and strategic objectives.

Interested candidates: Send resume, cover letter, and 3 professional references to alexandra.wolkoff@puentesdesalud.org
Job Title: Part-time Project Coordinator / Barnes/Puentes Bridges to the Arts Project

Job Specific Competencies:

- Coordinates site-based logistics and facilitation that allows early learner students ages 3-4, their caregivers, and site staff to smoothly participate in the Barnes/Puentes Bridges to the Arts educational philosophies and curriculum.
- Coordinates the development of this project with Team Leaders, using the project’s design framework to requirements of grant-funded program, Barnes/Puentes Bridges to the Arts Project.
- Supports project delivery at multiple locations including Southwark Elementary School, Puentes de Salud and The Barnes Foundation.
- Administers registrations, enrollments, and attendance of children and their families for project activities including afterschool classes, family workshops at Puentes, and museum visits.
- Participates in planning, training, and evaluation sessions with Project Team Leaders so that lessons meet objectives for the programs.
- Communicates with and provides feedback to the Project Team Leaders regarding success levels of project activities; through email, progress notes, verbal conversations, and evaluation tools.
- Supports school classroom, museum and community agency norms.
- Maintains safe learning environments for students through assisting in behavior support as needed.
- Performs other duties as requested.

Project-Wide Competencies:

- Effective Resource Use: Develops strategies and makes decisions that use time and resources wisely, manages resources effectively.
- Customer Focus: Demonstrates desire to help or serve others; identifies, anticipates and addresses internal and external needs; does what is necessary to ensure satisfaction.
- Problem-solving: Identifies problems and/or challenges. Weighs pros and cons of all possible solutions. Involves other in developing creative solutions to problems. Makes innovative use of computers and other information technology to contribute to problem solving. Produces practical solutions after carefully considering risks and alternatives. Willingly incorporates new and different information as it becomes available.
- Relationship building: Effectively builds and maintains harmonious, professional, respectful and productive relationships within the project partners, professional field and project community including families/caregivers. Effectively works in a team setting. Communicates honestly and directly; shows diplomacy and tact. Uses appropriate channels of communication.
- Professional Presentation: Complies with organization policy and procedure. Demonstrates self-awareness and understanding of others; listens well; perceives emotions, concerns and interests accurately, and uses these skills to advance the Project mission; creates a healthy work environment; shows composure’ respects people of different cultures, ages and genders.
- Active Learning: Demonstrates curiosity and initiative to seek information; seeks to understand Barnes/Puentes Project scope of work and outside factors that impact it; learns from best practices and generates fresh approaches; learns from experience and others; acquires skills; seeks feedback and advice resulting in improvement.
- Initiative: Takes calculated risks and does things that are new, different, or out of the box when necessary to reach goals, speaks up, asserts oneself, makes tough decisions in a timely manner; takes responsibility for outcomes.
- Ethics: Demonstrates ethical business practices; demonstrates and conducts oneself in a manner consistent with the organization’s mission statement and core values.
- Promotes the continuous growth of the Barnes/Puentes Bridges to the Arts Project.