

Description

Create Birmingham – Programs Specialist

Organization

Create Birmingham's mission is to invest in economic development in the nonprofit and commercial creative sectors. This includes performing arts, visual arts and crafts, culture and heritage, media and film, design, and culinary arts.

The agency's work is informed by the knowledge that creative enterprises often need external resources to be successful but lack access to conventional support services. Diversity, equity, and inclusion are core agency values and consciously influence its operations.

As the only agency in the region exclusively dedicated to the economic development of the creative industries, Create Birmingham offers a slate of programs and services that provide a rapidly evolving continuum of creative industry infrastructure. Flagship programs include CO.STARTERS, Film Birmingham, Birmingham365, Office Hours, and The Business of Creating.

Position and Summary

The Programs Specialist will be a vital part of Create Birmingham's programmatic activities and delivery.

Roles and Responsibilities

Program Administration – Support admissions process for creative entrepreneurship programs, track and capture monthly program data, and manage Birmingham365 calendar approvals and posts. Attend Create Birmingham programs and community events as needed.

Communication – Assist in outreach and communication to Create Birmingham stakeholders, including funder reporting, acknowledgments, and additional correspondence as needed. Send weekly communication, via email, to program participants. Serve as the first point of contact for program candidates. Assist with post-program follow-up and surveys. Format weekly event picks and make contributions to weekly newsletter.

Traits and Characteristics

The Programs Specialist will be a highly organized and responsive individual who is comfortable managing program administration and nonprofit administrative tasks. This person will be community driven and willing to work towards positive outcomes for our constituents across programming. The Programs Specialist will be a self-directed, proactive team member who can move through tasks independently. This person will be flexible, resourceful, and able to respond

to the changing needs of our creative community quickly and efficiently. This person will be a team player who is invested in the mission and work of Create Birmingham.

Qualifications

The ideal Programs Specialist will have some administrative experience and ability to adopt new technology quickly. Must be proficient in Google Suites, Excel, and general database management. Experience in Constant Contact (or similar platform), WordPress, COSchedule, or Slack is a plus. The Programs Specialist must have excellent communication skills and writing ability.

Compensation and Benefits

Create Birmingham provides an equitable and competitive compensation package that includes:

- Salary range of \$35,000 - \$42,000/year commensurate with experience
- Health and dental insurance provided by the organization
- Retirement plan with eight percent matching contributions
- Generous vacation, sick leave and paid holidays
- Professional development opportunities
- Hybrid work schedule, with in-office days Tuesday-Thursday from 8:00 am – 5:00 pm.

To Apply

Please send your resume and a cover letter to jobs@createbirmingham.org no later than 5pm on Friday, September, 22nd.