



Job Announcement: Programs Associate (Full-Time)

Alternate ROOTS is a regional arts service organization with 38 years of history. As a member-driven national resource for artists and cultural organizers, we seek to champion social and economic justice and the work of people in our field.

Alternate ROOTS provides the connective tissue for a distinct segment of the arts and culture field – artists who have a commitment to making work in, with, by, for and about their communities, and those whose cultural work strives for social justice. The nature of this work spreads us far and wide from each other, so collaboration, peer sharing and combined impact can be a challenge. Alternate ROOTS helps us sustain our artistic development, increased visibility, and stability as activist artists and cultural organizers.

Alternate ROOTS Seeks a qualified candidate to serve as Programs Associate (full-time). The successful candidate will be comfortable working both independently and as a member of a team of staff members in the Alternate ROOTS Atlanta office. The Programs Associate will use their experience in community organizing and understanding of the connection between arts, creativity, and social justice to support Alternate ROOTS programming. The Programs Associate will provide support to the Programs Director in executing the overall management, design, implementation, administration and evaluation of Alternate ROOTS programs. The Associate will support the planning and execution of regional conference meetings, workshops, and re-granting artist funding programs. Workload will include, but is not limited to, community engagement, travel coordination, event planning and logistics support, scheduling meetings and conference calls, taking minutes, filing and managing program reports. The Program Associate will work in close partnership with a number of projects throughout the ROOTS 14-state region*.

This position requires initiative, creativity, flexibility, excellent verbal and written communications skills, a willingness to learn, and the ability to work well in a team environment.

Responsibilities and Duties

- Work 40 hours a week with some night and weekend events.
- Designing and implementing strategic programming.
- Travel throughout the region (minimally approximately 5-10 trips per calendar year).
- Effectively communicate verbally and written to multiple constituencies.
- Provide program support and technical assistance to diverse communities across various social justice issue areas.
- Support design, planning, and logistics for meetings and workshops, both virtual and face-to-face, to take place across the 14-state region.
- Attend ROOTS Week- annual 5 day event hosted by Alternate ROOTS (August 4-9, 2015)

Qualifications

- Experience in community organizing
- Exceptional communication and organizational skills
- Good writing and documentation skills
- Ability to travel
- Flexibility to function well in a team structure and work independently and be self-motivated
- Computer proficiency with Microsoft Office (Word/Excel/PowerPoint)
- Experience developing and managing project budgets
- Experience with CMS (Content Management Software) a plus

Compensation and Benefits

This is a full-time salaried position. Compensation will be competitive with similar positions in the Metro- Atlanta area. The benefits include health insurance, paid vacation time, and 403(b) retirement plan. Relocation expenses are not included.

Start Date

February 2015

Application Open Period

Alternate ROOTS is currently accepting applications for the Programs Associate position.

Application Deadline

Please submit resume and cover letter to partnerships@alternateroots.org by 4:00 pm on January 16, 2015. Alternate ROOTS is an equal opportunity employer. If you have any questions, please email partnerships@alternateroots.org.

**The Alternate ROOTS 14-state region includes Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, West Virginia, and the District of Columbia.*