



Program and Office Manager (Part-Time) Job Description

En Foco, Inc. is seeking a dedicated and experienced **Program and Office Manager** to oversee and coordinate the programmatic and administrative functions of our organization. The ideal candidate will have a strong background in non-profit management, program development, and community engagement, with a proven ability to manage multiple projects simultaneously. This role is critical in ensuring the smooth operation of our programs and the efficient management of our office, contributing to the advancement of En Foco's mission to support artists. This position reports directly to the Managing Director.

Key Responsibilities:

- **Program Management:**
 - Oversee all aspects of program operations, including the coordination of exhibitions, publications, artist grants, and professional development services.
 - Manage the semi-annual production of *Nueva Luz*, a photographic publication that features contemporary photography and cultural commentary.
 - Coordinate the Photography Fellowships program, including the peer-review process, awarding of grants, and the exhibition of their work and foster relationships.
 - Develop and implement performance metrics and evaluation tools to ensure programmatic accountability.
- **Office Administration:**
 - Manage day-to-day office operations, including maintaining digital and physical filing systems, ensuring timely and accurate record-keeping.
 - Assist the Managing Director with calendar management, scheduling, and the preparation of reports and expense records.
 - Oversee financial reporting and grant administration, including budget tracking, contract management, and compliance with funding requirements.
- **Community Engagement:**
 - Foster strong relationships within diverse communities to enhance En Foco's visibility and engagement.
 - Work with social media manager to coordinate public relations activities, special events, and materials development.
 - Serve as a liaison between En Foco and its stakeholders, including donors, artists, and community partners.

Qualifications:

- Minimum of five years of professional management and/or administrative experience in a professional arts organization.
- Extensive computer literacy with proficiency in iOS and Microsoft Office Suite, including experience with Constant Contact and social media platforms.
- Basic skills in photo editing and retouching using Adobe Photoshop and Adobe Suite.
- Knowledge of website management, particularly with WordPress.
- Excellent writing, verbal communication, and organizational skills.
- Demonstrated self-starter with strong leadership abilities.

Compensation: \$30 per hour | Part-Time (3 days per week, in-office)

Please email your resume and a cover letter describing your interest in this position to jobs@enfoco.org, with the subject line "**Program and Office Manager**". No phone calls.

En Foco, Inc. is a non-profit that supports U.S.-based photographers of African, Asian, Latino, Native American, and Pacific Islander heritage. Founded in 1974, En Foco makes their work visible to the art world, yet remains accessible to under-served communities through exhibitions, workshops, events, and publications.