



## Programs Associate (Part-Time) Job Description

### Overview:

En Foco is actively seeking a dynamic part-time Program Associate with exceptional multitasking abilities to provide crucial support for administrative functions across the Nueva Luz Publication, Grants and Development, and Executive teams. The ideal candidate will play a pivotal role in the planning, organization, and execution of En Foco's diverse programs, and community engagement. We are in search of an organized and detail-oriented individual for this position. This position reports to the Programs Manager and the Managing Director.

**Position Requirements:** a) Excellent computer literacy skills, including research, written, and oral communication skills. Organizational skills and attention to detail are important; b) Experience managing and facilitating publication mailing/subscriber lists, and physical mailings. c) Experience in administrative and clerical duties. d) Routinely lift, carry, and move materials weighing ~30 pounds.

### Responsibilities:

- Assist with program operations, including exhibitions, publications, artist grants, and professional development services.
- Assist with and carry out community outreach and engagement initiatives and special events
- Carry out administrative tasks as required to facilitate an efficient working environment
- Act as liaison between leadership, artists, and community partners across programs
- Preparing and formatting documents and presentations across programs.
- Facilitate and support public programming including workshops, how-to-apply sessions, and other events as needed
- Organize and manage meetings, and events, and maintain program forms and paperwork
- Perform other duties as assigned

### Qualifications:

- Prior experience as a program associate in a relevant field such as Non-Profit, or the Arts
- Excellent organizational skills and high attention to detail
- Ability to work on projects independently and with minimal direction while also partnering with a small team on project execution
- Proven ability to effectively prioritize and execute tasks
- Strong interpersonal, written, and communication skills are required
- Proficient with computer technology and Google Suite applications
- Experience with graphic design, photo editing, and/or Canva preferred
- High level of discretion and commitment to maintaining confidentiality

### Compensation: \$22 per hour | Part-Time (15 hours over 3 days per week)

Please email your resume and a cover letter describing your interest in this position to [jobs@enfoco.org](mailto:jobs@enfoco.org), with the subject line "**Programs Associate**". No phone calls please.

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.