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## **Position**

Program Coordinator, Art Services

## **Location**

Calgary

## **Type**

Casual – minimum of 7.5 hours per week with flexibility to work more hours if needed, up to full time hours depending on business needs

About Us

### **Break Barriers. Employ Change.**

Prospect Human Services is dedicated to identifying situations where groups of individuals are facing challenges with full participation, and developing the services and supports necessary to break down those barriers. Our current portfolio provides support to both individuals and employers to fully integrate our community and our workforce.

Prospect strongly believes in its five brand pillars and is looking for great candidates who share the same beliefs:

#### **Innovative**

Prospect creates change by envisioning the end game and creating the means to realize it. We believe asking “why not?” aids progress. Solutions are created when we think beyond traditional boundaries.

#### **Collaborative**

Prospect seeks different perspectives. All parties must be engaged, including for-profit, not-for-profit, funders and government. Only by understanding all points of view can we create inclusive workplaces.

#### **Professional**

In every facet of our work, our actions show a commitment to professional management and service delivery. Prospect is accountable, ethical and honest.

#### **Enthusiastic**

Prospect approaches every opportunity with enthusiasm. We drive change with energy, optimism and commitment. Anyone who walks through our doors can feel the positive energy.

#### **Driven**

We are driven by the desire to promote human welfare and advance social reforms in the working world. While our commitment is all heart, our solutions are all business.



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Franklin Office

915 33 St. NE | Calgary, AB T2A 6T2 | **T:** 403.273.2822 | **F:** 403.273.0090 | [prospectnow.ca](http://prospectnow.ca)

## DETAILED JOB DESCRIPTION

Look around. How many jobs are there where you can use art to do good? (Cue the Jeopardy music.) Not many – unless you count Banksy, and we don't think he's hiring. That's why Prospect's innovative ArtRecruits program is such a rare opportunity. It is one of the few places where artists can use their passion and talent to benefit society. Sound idealistic? It's for real. And we're looking for an ArtRecruits Program Coordinator to work with our clients, helping them engage with the community and employment opportunities.

### What will you do?

- Plans, develops and facilitates workshops based on essential employment skills that align with Prospect's policies
- Supports Studio C's operations with administrative support
- Engages public and stakeholders
- Actively seeks out new partners in the arts and outdoor communities for the purposes of developing new programs/activities, as well as supporting, fostering and maintaining existing relationships
- Works directly with Prospect clients, providing counselling support to teach and expand employability skills
- Provides leadership support to clients while they plan and facilitate art collaborations /outdoor collaborations and host public art exhibitions / outdoor events.
- Coordinates supplies for all workshops throughout each session
- Maintains open communication with all stakeholders including formal/personal support networks, employers, and external partners
- Supports the creation, progression, tracking and completion of goals for clients
- Maintains strong working knowledge of accreditation standards
- Maintains accurate and timely reports
- Works collaboratively within team of creative professionals
- Develops marketing for public art exhibitions and assists in exhibition opening/special events
- Complies with company policies/procedures, Occupational Health & Safety, provincial, privacy and other job related legislation
- Participate in Prospect and Program specific training
- Champions Prospect's goals, vision, mission and brand pillars

### What does it take to do this job?



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- 1+ years' of experience in a similar role, with demonstrated reliability shown in past positions/education
- Some post-secondary education and/or an equivalent combination of education and professional experience will be considered
- Basic skill level in Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Exposure and/or direct experience with health and safety and risk management practices as it relates to activities
- Proven ability to work in a team environment and individually (when required)
- Willing to provide assistance and support to team members, including a willingness to cover for Outdoor Pursuits, Art, and Volunteer programs when required
- Strong oral communication skills to be able to relay instructions
- Able to consistently perform in an enthusiastic, tactful, diplomatic and collaborate manner
- Demonstrated ability to coach and mentor
- Previous experience with behaviour guidance is an asset

#### Further Notes

- All employees must pass a background check and a vulnerable sector check
- Employees are required to have their driver's license
- Employees may be required to lift objects up to 20lbs daily
- Employees are required to travel to various locations within and outside of the city