



**Job:** Engage Program Liaison  
**Status:** Non-Exempt  
**Reports to:** Engage Senior Program Officer  
**Supervises:** N/A  
**Location:** Houston, TX

Mid-America Arts Alliance is hiring for the part-time position of Engage Liaison for the Engage Program. Engage provides community centered professional and organizational development that focuses on leadership training for small to midsize arts and cultural organizations. Using a combination of workshops, coach consultations and peer to peer learning opportunities, Engage Houston works with participants to govern more effectively, become more fiscally astute and develop strategies to address community needs. Development of these skills ensure long-term sustainability and improved community impact. Engage strengthens participating arts organizations and arts leaders, amplifying an arts ecosystem that supports the wider community.

#### **Job Duties**

- Act as primary support for the Senior Program Officer and consultants with regards to the ENGAGE program.
- Organize, attend, and take notes for all ENGAGE program related conference calls and meetings.
- Organize and oversee all ENGAGE program related workshops and meetings by preparing materials, handling correspondence with participants, coordinating travel, food, and hotel arrangements.
- Follow-up with project consultants to ensure timely collection of all consultant deliverables including invoices, consultant travel, and project reporting.
- Oversee the preparation, delivery, and receipt of all project participant's applications, contracts, and fees.
- Manage all web-based communication tools used in program delivery including Survey Monkey, Dropbox, Google Docs, webinars, email, etc.
- Oversee the maintenance of the ENGAGE program digital filing system for all division materials.
- Maintain and monitor all program-related calendars.
- Assist the Engage Evaluation Specialist in the distribution of Peer Sessions and Workshop surveys.

## **Working Conditions**

Most work is of a sedentary nature, sitting at a desk using a computer, phone and other office equipment. While a majority of work occurs in relation to a long term plan, the ENGAGE Liaison will be required to be flexible to changing priorities and additional projects that may require overtime and the ability to manage short term deadlines.

## **Minimum Qualifications**

- Four year degree or equivalent experience
- At least five years administrative level in the non-profit sector
- Knowledge of graphic design software (Canva, Adobe Creative Suite, Photoshop)
- Highly organized and detailed oriented
- Excellent written and verbal communication skills
- Social media savvy
- Creative problem solver
- Collaborative worker
- Database management experience

To apply please send cover letter, writing sample, and resume to [hr@maaa.org](mailto:hr@maaa.org). Applications will be accepted through July 30. No phone calls please.

Mid-America Arts Alliance is an Equal Opportunity Employer.