

## NUA Knights VISTA

Organization: New Urban Arts

Site Street and Address: New Urban Arts: 705 Westminster St, Providence RI 02903  
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Reporting to: Tracy Jacques, NUA Knights Site Director

New Urban Arts seeks a rockstar youth engagement specialist and database superstar. NUA is recruiting a dynamic VISTA to support and build infrastructure for an amazing comprehensive after school enrichment program at Central High School.

### Program and Position Overview

New Urban Arts is a nationally recognized community-based art studio and gallery for high school students and emerging artists. Our mission is to build a vital community that empowers young people as artists and leaders to develop a creative practice they can sustain throughout their lives.

In 2017/2018 New Urban Arts expanded programming into Central High School with the NUA Knights after school program. NUA Knights offers over 40 after school programs to students led by teachers, staff, community partners and other nonprofit organizations. Over 600 students participated in the first year of programming.

New Urban Arts and Central High School seek a self-directed and highly motivated VISTA member with strong written and verbal communication skills to assist in the implementation of the afterschool program, including establishing and maintaining systems for day-to-day operations, data tracking, attendance, demographic reporting, student recruitment, scheduling activities, and managing communication with students, parents, school administrators, and New Urban Arts' staff.

The VISTA will be stationed at Central High School and will report directly to the Central Site Director. They will also work in close collaboration with the New Urban Arts and Central High School community, staff, volunteers, and youth participants.

### VISTA Responsibilities

- Assist Central Site Director in establishing and maintaining systems for day-to-day operations of an afterschool program
- Design and implement systems for enrollment, data tracking, attendance, and reporting (including the maintenance of the Rhode Island Program Quality Assessment (RIPQA) binder, a necessary component of the evaluation process for RIDE 21st Century programs)
- Support student recruitment efforts, including the creation and distribution of recruitment print materials and maintenance of social media pages
- Manage communication with students, parents, Central High School administrators, and New Urban Arts' staff
- Schedule activities with afterschool providers and coordinate after school transportation
- Create a safe space for students and staff during after school hours

Qualifications: General Skills, Computers/Technology, Writing/Editing, Communications, Team Work, Communications, Proficiency with MS Office Suite and familiarity with databases a plus, interest in working with high school students in a public high school setting, must be able to communicate with both students and administrators, discretion and the ability to handle sensitive information a must, and ability to work in a stressful environment without contributing to the stress. Candidate must be familiar and comfortable using social media platforms including Facebook, Twitter and Instagram. Bilingual candidates preferred.

Start Date: July 30th VISTA Pre-Service Orientation in Philadelphia. August 2<sup>nd</sup> start date at Central High School.

To Apply: New Urban Arts is accepting applications through May 11, 2018. Please submit cover letter, resume, and a writing sample to [info@newurbanarts.org](mailto:info@newurbanarts.org). Any selected candidate will be required to submit an application (including two completed references) to myAmeriCorps and be accepted for service by VISTA.