

## We're Hiring a Coordinator for our A Life After School (ALAS) Program

**Job Title:** A Life After School Coordinator  
**Reports To:** Studio Director  
**Status:** Full-time (40 hrs/wk)  
**Salary:** \$41,000 - \$46,000  
**Location:** Providence, RI (in-person)

**Anticipated Start Date:** May 1-15, 2023  
**Application Due Date:** Rolling; interviews will start mid-late February.  
**Benefits:** Healthcare, dental plan, excellent vacation and sick leave policy, retirement benefits

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### About New Urban Arts

New Urban Arts is a welcoming community of high school students and adult mentors in Providence sharing space, skills, and resources to inspire creative expression. Since 1997, we have served over 7,000 Providence teens and 200 artists. Each year, our public programs reach over 2,000 visitors and participants. We provide programs at two sites: our storefront art studio and nearby Central High School. Our core program, *Youth Mentorship in the Arts*, brings Providence public high school students together with local artists, building powerful mentoring relationships through the arts. Notably, the program is open-door, drop-in, and student-driven. Other programs include summer programs and post-secondary advising.

To get a sense of our programs in action, visit: <https://www.youtube.com/watch?v=tePJRZyB9EI>

### Overview

The A Life After School (ALAS) Coordinator supports New Urban Arts students in developing and implementing a post high school plan. Each year New Urban Arts graduates 30-50 high school seniors. Some aspire to college, some search for employment, and some aim to grow their creative practice. The ALAS Coordinator will build the organization's capacity to inform and support students as they navigate the post-secondary landscape, and provide resources to a growing network of NUA alum. The ideal candidate will be an experienced college advisor who also believes in the validity of options other than college.

### Responsibilities

#### *Student Advising*

- Support New Urban Arts seniors to develop and implement their post high school plans, including the college application process and alternative post-secondary options. Provide one-on-one advising.
- Be available to students in the studio during Open Studio hours (2-6pm Monday-Friday) during the academic year.

- Coordinate and host the Not College Fair, college representative visits, alumni panel, college and career workshops, field trips, and other school-year events as necessary.
- Build and maintain a library of college and career opportunities and resources.
- Coordinate and lead College Explorations, NUA's 5-week college access summer program. Manage and supervise a summer assistant.
- Support younger New Urban Arts students to investigate post-secondary options and connect them to summer learning opportunities.
- Work with New Urban Arts program staff and volunteer artist-mentors to foster an excellent, supportive learning environment.
- Work with New Urban Arts program staff and volunteer artist-mentors to ensure that the ALAS program is widely known and understood by New Urban Arts students, that young people understand it as an essential element of our community, and that young people are recruited into the program by all staff and volunteers.
- Work with program staff to help youth develop art school portfolios.
- Support Volunteer Artist Mentors and Resident Artist Mentors, especially those working with students on writing and portfolio development.

#### *Alumni Support*

- Support New Urban Arts alumni to transition out of high school and into college or alternative post-secondary paths. Continue to keep in touch with alumni throughout college to achieve college success.
- Maintain an email listserv of resources and opportunities available to alumni.
- With the support of New Urban Arts leadership staff, build the organization's capacity to support New Urban Arts alumni. Build and maintain partnerships with external partners to provide opportunities for alumni.

#### *Program Evaluation*

- Build and maintain systems to track and report student and alumni outcomes.
- Track and report student outcomes, evaluate program performance, and employ learning to drive program development.
- Track New Urban Arts alumni as they participate and complete post-secondary plans.

#### *Parent and Partner Engagement*

- Build partnerships with colleges, post-secondary programs, artists and other youth organizations.
- Work with community partners to access college advising expertise and resources and to coordinate college visits and admissions representative interviews.
- Communicate and build relationships with New Urban Arts parents/guardians as appropriate during the college application/career preparation process.

### Qualifications:

- Experience supporting high school students with all parts of the college admissions process, including FAFSA, the common application, and scholarships.
- Familiarity with art portfolio development and the application process for art colleges.
- Experience working closely with young people, especially those who identify as BIPOC, queer or LGBTQ+, first-generation immigrants, first-generation to college, and neurodivergent.
- Enthusiasm to participate in rigorous professional development programs on topics such as adolescent development, restorative justice, conflict resolution, art education, and youth development practices with experts and leaders in and outside of our organization.
- Excellent verbal and written communication skills.
- Experience reviewing and providing feedback to young people regarding verbal and written communications.
- Ability to work in a fast-paced environment with young people and adults.
- Ability to balance individualized advising with managing programs attended by 100+ students each year.
- Familiarity with the landscape of jobs, education, the arts, and community organizations in Providence, RI.
- Spanish-speaking preferred.

Unsure if your qualifications exactly match what we are looking for? We encourage you to apply! The application is not overly burdensome and we would love to know what makes you excited about this opportunity!

### To apply:

E-mail resume and cover letter (two pages max) to Director of Finance and Administration Jeannie Castillo-LaPierre, [jeannie@newurbanarts.org](mailto:jeannie@newurbanarts.org), subject: ALAS Coordinator. In your cover letter, please tell us why you want this position and why you'd be a good fit. No calls please. Send resume and cover letter as two separate attachments; do not include them in the body of your email. PDF is the preferred file format.

*New Urban Arts is an equal opportunity employer;  
BIPOC candidates are strongly encouraged to apply.*