



Job Title:	Creative Expressions Program Coordinator	Job Category:	Development
Location:	15999 W. 12 Miles Road Southfield, MI 48076	Travel Required:	50%
Department:	Development/Clinical Department	FLSA Type:	Exempt
Reports to:	Development Director		

General Summary: The Creative Expressions Program (CEP) Coordinator will lead the development of the Creative Expressions Program, including community partners, volunteers, program activities and events. This is a full-time position.

Principal Duties and Responsibilities

- Coordinate with senior management staff and lay leaders to maintain existing, as well as identify future community partners with whom to develop creative expressions programming.
- Meet regularly with community partners and Kadima staff to develop creative programming, identify opportunities for free tickets, activity schedules, etc.
- Work with the Clinical Director and art therapist to ensure activities are in line with the members’ plans of service and outcomes are being measured properly that will demonstrate program impact.
- Work with key staff members to develop and regularly monitor the process for registering members for programs, transportation to activities, staffing needs, etc.
- Transport and supervise specialized group activities with various partners, including DSO, CCS and others as developed. Help to identify additional transportation as necessary.
- Act as point person for new Creative Expressions Program volunteers.
- With support from the Kadima Special Events Coordinator, plan annual fundraising event, which includes working with the event committee to identify venue and sponsors, develop marketing, etc.
- Spend time at Creative Expressions activities to observe, provide feedback and support future program development.
- With support from the Kadima Special Events Coordinator and lay leaders, develop showcase events that culminate specific program activities.
- Expected to conduct themselves in a professional manner and comply with all written policies and procedures and values of Kadima.
- Other duties as assigned.

Knowledge, Skills, Abilities and Qualifications Required:

- Bachelor’s degree preferred.
- Minimum two years of program development, event planning and/or volunteer management experience.
- Experience working with individuals with mental health challenges a plus.
- Experience in the local art industry a plus.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to interact well with a broad range of stakeholders, including (but not limited to) Kadima members, Kadima staff, arts organizations’ staff, donors/funders and other community members.
- Valid driver’s license and insurance.
- Ability to work independently with little supervision, as well as work as part of a team.
- Excellent interpersonal skills.
- Proficiency in Microsoft Word and Excel.

Working Conditions:

Accommodation(s):

As appropriate and fiscally reasonable.

Physical Requirements:

Ability to read, write and respond to e-mails, written documentation and verbal speech.

Environmental Conditions:

Working from office as well as spending time in the community.

Occasional nights and weekend activities.

Computer time and sitting in front of a computer documenting, driving.

Spending time at various art organizations.

This Company reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying the position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will." The described job requirements are subject to change to reasonable accommodate qualified disabled individuals.

Approvals:

Employee Signature

Date

Supervisor Signature

Date

