



Position Title:	Creative Education Assistant
Pay rate and hours:	\$12/hour, 30 hours per week
Benefits:	Paid time off, paid holidays, staff discount, paid professional development opportunities
Position Reports to:	Creative Education Manager

About Pittsburgh Center for Creative Reuse

The mission of Pittsburgh Center for Creative Reuse is to inspire creativity, conservation, and community engagement through reuse. We operate a non-traditional art supply shop located at the intersection of Wilksburg, Homewood, and Point Breeze, where people can donate used art and craft supplies, as well as shop for these unique items all in the same location. We also facilitate hands-on creative programming that educates the public about the benefits of reuse for the environment, community, and self. We see reuse as a vehicle for boosting self-confidence, learning new skills, and creating opportunity for all.

Position Summary

Reporting to the Creative Education Manager, and working in close collaboration with the entire Creative Reuse team, the Creative Education Assistant helps to build organizational capacity and community engagement through our Creative Education programs. This position also assists with supervising Teaching Artists, volunteers, and interns.

Duties and Responsibilities

- Assist with designing and improving our Creative Education programs
- Facilitate Creative Education programs
- Communicate with partners and collaborators to schedule and coordinate programs
- Assist with evaluation, including the creation, collection, and analysis of data and evaluation materials
- Develop and maintain effective information tracking systems
- Assist with the creation and maintenance of education-related materials for print and the web
- Assist with the organization and maintenance of education supplies, materials, and tools
- Assist with the continuous improvement of logistics and materials management systems
- Assist with recruiting, training, scheduling, and supervising Teaching Artists, volunteers, and interns
- Assist with identifying partnerships and building strong relationships with potential partner organizations and collaborators
- Work for increased inclusion, accessibility, equity, and engagement with all segments of our community
- Collaborate on identifying and applying to grant opportunities
- Represent Creative Reuse at community events
- Assist with fundraising efforts and event planning
- Assist with maintenance tasks to keep our facility clean

Knowledge, Skills, and Qualifications

- Passion for our mission of inspiring creativity, conservation, and community engagement through reuse
- Belief in the value of creativity and the arts
- Experience and skills in art-making and traditional crafts
- Experience in facilitating activities and discussions in classroom or similar settings a plus
- Must have or be able to obtain state and federal clearances for working with children
- Professional manner, excellent people and networking skills, and proven ability in relationship-building
- Must be comfortable and effective at talking to groups of people of all ages
- Passion for effectively working with people of diverse races, ages, ethnicities, cultures, sexual and gender identities, and abilities
- Passionate about intersectionality, social and racial justice, and equity
- Commitment to respectful communication, collaboration, inclusion, and consensus-building
- Excellent organization skills
- Impeccable writing, editing, and verbal communication skills
- Ability to work independently and take initiative
- Strong attention to detail and follow-through
- Experience with social media such as Facebook, Twitter, YouTube, Instagram, and Pinterest
- Proficiency with WordPress, Microsoft Suite, Dropbox, Salesforce, and Google Drive, or willingness to learn
- Comfort using design software or willingness to learn
- Must have a valid driver's license, good driving record, and be able to lift 50 pounds
- Must be available and willing to work weekends and evenings

To Apply

Please email your resume, cover letter, and three references to Nora Gilchrist at programs@pccr.org by June 1st, 2019. In your cover letter, please let us know if you've interacted with Creative Reuse in the past, why you're interested in this position, and how your skills and passions intersect with our mission and programs.

Creative Reuse is for everyone. We are committed to equity and inclusion. It's important to us that our volunteers, board, and staff reflect the diversity of our community. Pittsburgh Center for Creative Reuse is an equal opportunity employer and encourages all qualified persons of any race, ethnicity, gender identity or expression, orientation, ability, and age to apply.

Timeline (dates for interviews through training period subject to change):

June 1 - applications due

June 1-15 - interviews

June 16 - chosen applicant notified

July 1-16 - training period