



PROGRAM COORDINATOR - ARTSPARKS FOUNDATION

ArtSparks Foundation is an educational not-for-profit organization that works to support the development of 21st century learning and life skills in children, particularly children from under-served communities. ArtSparks also supports the professional development of teachers/facilitators, encouraging them to reflect on their teaching practice, and explore new ways to enrich their students learning.

What We Do?

At ArtSparks, we believe that a great education should equip children with skills to handle life's complexities—skills such as problem solving, flexible thinking, creative risk-taking, perseverance, collaboration, communication, and so much more. We believe that creativity is a critically important skill for the future with far reaching benefits. And, that visual art & design provide rich and diverse opportunities to help foster meaningful learning. Through our programs, we create vibrant opportunities for learning, through the arts, that help develop essential 21st century learning and life skills in children, Grades 1-8. And, we help build the capacity of teachers/facilitators to create more enriched learning environments for their students.

Why 21st Century Learning & Life Skills?

"21st century learning skills are increasingly being recognized as the skills that separate students who are prepared for increasingly complex life and work environments in the 21st century, and those who are not" (Partnership for 21st Century Learning). In an age where change is the only constant, understanding and applying 21st century learning skills allows children to be adaptive and innovative in responding to new demands and changing circumstances. Life skills on the other hand form the core of children's social and emotional wellbeing. And, the extent to which children are able to apply them can determine how well they adjust and respond to life's myriad experiences. These skills must be nurtured within students.

Why Creativity?

Creativity is recognized as one of the most important skills for the next generation. Its value reaches well beyond the arts to affect every discipline and numerous industries. The ability to dream, take chances, and create the things we imagine. These are the skills of entrepreneurs, innovators, and changemakers. Children are born with these exceptional abilities, but research shows that over time they begin to lose them. We must offer rich opportunities that keep children's natural creativity alive.

Why Visual Art & Design?

Research indicates that robust art & design education contributes to the development of valuable thinking skills and attitudes whose benefits extend well beyond the art room (Harvard University; Wallace Foundation). The ability to pose questions, test ideas, take creative risks, solve problems, think flexibly, deal with ambiguity, collaborate effectively, are just some of the many skills and attitudes that are developed and strengthened through engagements with art. Involvement in the arts is also associated with gains in critical thinking and communication skills. Beyond this arts learning helps improve motivation, concentration, confidence, and teamwork. In fact, studies show that students with high involvement in the arts, particularly those from low-income communities, stay longer and perform better in schools in comparison to those that receive no arts education.

ArtSparks Foundation presently runs its school-based programs primarily within Govt. schools across Bangalore and beyond. To learn more about ArtSparks, please visit: www.art-sparks.org | [facebook.com/artsparksfoundation/](https://www.facebook.com/artsparksfoundation/) | <https://www.instagram.com/artsparksfoundation/>



JOB DESCRIPTION

Role: Program Coordinator (Full-Time)

Purpose: The primary purpose of this role is to provide administrative, logistical, clerical, and field support for ArtSparks Foundation's programs, primarily the Creative Learning Lab (CLL) program. And, to serve as a liaison between ArtSparks and its schools, facilitators, partners, and other parties/stakeholders.

Key Responsibilities:

(Include but are not limited to)

- Support planning and conduct outreach to identify new schools for program expansion
- Support planning and conduct community outreach for Lab facilitator recruitment
- Coordinate and support end-to-end planning and implementation of the Creative Learning Lab (CLL) program within Govt. schools (including applying for and gathering permissions from local educational offices; liaising with vendors; ordering and preparing supplies; etc.)
- Coordinate and support planning and execution of facilitator trainings and professional development sessions
- Help organize events related to the CLL's (inaugurations, teacher PD's, parent workshops, exhibitions, etc.)
- Meticulously collect and store program-related data from the field on an ongoing basis
- Monitor and assess the implementation of the CLL program and provide feedback to facilitators and Program Manager to strengthen the program
- Build and manage relationships with the various stakeholders (school leaders, teachers, local education officials, parents, donors, etc.) to leverage support aimed towards achieving the vision set for the CLL's
- Other tasks as assigned

Education & Experience:

- Graduate or post-graduate degree (Education, Psychology, or Social Work preferable)
- Minimum 2 years of experience coordinating program logistics and teams within NGO or other related setting
- Prior experience working with children from underserved communities through schools or NGO is an advantage
- Prior experience of assisting with workshops and trainings for teacher, facilitators, etc., is an advantage

Competencies:

- Must be able to speak Kannada proficiently
- Reading and writing Kannada, while not necessary, is an advantage
- Fluent in English. Proficiency in writing in English is an advantage
- Possess excellent coordination, documentation, and record-keeping skills
- Proficient in using Microsoft Word, Excel, PowerPoint, and filing systems
- Possess the ability to influence and motivate people to work towards a common goal
- Possess a deep sense of integrity as well as personal responsibility and commitment towards your work as an education administrator working within marginalized communities
- Be self-motivated and proactive in taking initiative
- Be resilient with a can do attitude, possessing the ability to adapt and innovate in challenging situations
- Possess excellent planning, organizational and multi-tasking skills. Possess the ability to efficiently handle multiple projects and priorities in a timely manner
- Possess excellent attention to detail, and be skilled at following up
- Possess an energetic and sunny personality with a genuine interest in working within schools
- Possess patience and a deep understanding that educational change takes time and effort

**Location**

Bangalore. Travel to different school sites within central Bangalore and the outer boroughs of Bangalore necessary.

Compensation:

Salary will be commensurate with current market standards and candidate's prior experience.

Application:

We're looking for a dynamic and passionate individual to be part of our core team. Someone capable of rolling up their sleeves and actively managing, developing, and strengthen programming at our school sites. If this is you, and you're passionate about serving children, believing that they deserve an education that unlocks their creative potential, this is the place for you. We believe that great people with shared enthusiasm, commitment, and hard work, can achieve wonderful things.

To apply please visit <https://forms.gle/oPjouVHUzmnx6Vb28> and fill out Job Application Form. Incomplete application forms will not be considered.