

Duties + Responsibilities: Project Coordinator, Partner Organization + URA

Project Coordinator

- Develop curricular goals and content for Urban Matters project
- Conduct background research for youth education projects
- Coordinate meetings with project staff
- Source materials and technology for classroom use
- Report out on meetings
- Manage volunteers
- Work with teaching artist on in-class activities
- Aid in the production of curriculum guides with teaching artist
- Aid in the production of final product with teaching artist
- Plan and market presentation of final product to project stakeholders
- Manage the evaluation, archiving and documentation of project
- Provide other operational support as needed

Community Partner Organization

- Provide/ recruit students (minimum of 10, but no more than 15)
- Provide classroom space with work tables
- Provide meals and snacks
- Provide secure storage space
- Provide access to printing facilities
- Provide computers and internet access
- Distribute student stipends
- Manage attendance
- Communicate with students' families
- Take on liability
- Insurance (for transportation, for working with students during summer and possibly after school after formal in-class session ends)
- Waivers from parents for participation and recording

URA

- Select guiding questions/topics
- Conduct topic research
- Conduct interviewee research
- Develop interview list
- Provide in-class materials
- Manage curriculum development
- Arrange interviews
- Manage the final product process
- Write content
- Art direct
- Edit text
- Bring in other collaborators as necessary
- Plan final presentation event