

Crosshatch Center for Art and Ecology

Program Specialist

Job Description

Deadline for first consideration is February 23, 2024; position will remain open until filled

Starting salary exactly \$50,150

Benefits listed below

[APPLY HERE](#)

Overview

The heart of this position is events coordination, but with a pretty big bucket for what we mean by “events.” At our best, Crosshatch is out in the community offering programs of all kinds. Our work takes place around the 10-county area of Northwest Lower Michigan, and sometimes beyond. We work with a wide range of partners, some with strong personalities or very specific desires for what they want out of a partnership. Importantly, these events are often the first experience people have with our organization, and so they need to go well beyond meeting basic expectations to become a vehicle for communicating the value and delight of Crosshatch.

You, then, are both a stellar people-person and a rock-solid logistical expert, wrangling registration, site-prep, sponsors, presenters, partners, guests and unforeseen wrinkles with aplomb. Whether a three-hour presentation to 30 at the Alluvion, a three-day conference for 300, held on a half-dozen area farms (all at once), or a three-week pop-up artist residency program, you can confidently take the reins, ask for what you need, move forward with grace even when things go wrong, and constantly develop and revise new processes for capturing data, evaluating programs and reporting out to our supporters. Read that again, and if you are nodding along, keep going.

Like most of the positions at our small non-profit, this role encompasses both the planner and the doer: higher-level thinking around systems, strategies, and tactics, plus the need for hands-on implementation of plans and programs. In particular, the person well-suited to this position will hold both big picture and detail well, and will both check off tasks each day as well as make time for reflection on how to solve problems at the systems level.

About Crosshatch

Crosshatch Center for Art and Ecology, a locally-based but nationally recognized non-profit organization, is seeking a talented and committed new hire to help us work more effectively.

The mission of Crosshatch is to build strong communities through the intersection of art, farming, ecology and economy. Our work is grounded in place, dedicated to collaboration, interested in small-scale interventions that prototype new solutions, and, most importantly, committed to supporting the artists, farmers, makers, cultural workers and other community members who are the lifeblood of our community. If this has your eyes shining, read on.

We're a small staff that's ready to grow. The Program Specialist may work remotely, or at our office at Commonplace Work on 8th Street in Traverse City. We do need you in person, though: before, during and after events, but also for regular in-person meetings, and because our work is intertwined with the people and landscape of this region. We require that staff live in the 10-county area of northwest Lower Michigan, beginning on day one of the job. This is, unfortunately, non-negotiable.

This job will include regular important deadlines and event-driven or calendar-driven demands, but we celebrate a flexible schedule. We don't like manufactured urgency and we don't like micromanaging how the job gets done. We love our work but recognize that life—including time to dedicate to family and friends, time for reflection, rest, and recreation, time to make and appreciate good food and good art—is much broader than even the best job.

We invest in staff training and professional development in the hopes we can keep great staff around for the long haul, even as their skills develop and evolve.

Responsibilities

- Plan, execute and evaluate high-quality events and workshops.
- Work with advisory committees, partners and guest presenters to create relevant and impactful programming.
- Ensure a safe, comfortable, supportive, accessible, and inclusive experience for event attendees, including logistics for catering, wayfinding, bathrooms, and parking.
- Work with speakers to make sure that their presentations are amazing and agreements are clear and complete.
- Collaborate with team members to promote events to make sure they are well-attended.
- Working with the team, make sure you are fulfilling all grant requirements, and providing our grant reporting staff with the data they need.
- Working with the Co-director and Operations & Finance Specialist, create and follow budgets.

- Working with Crosshatch's volunteer manager, work with volunteers so that they know what to do and where to be, and feel fulfilled and connected while doing so.
- Build the vision, brand, experience, and impact of the Northern Michigan Small Farm Conference to grow its reputation as a premier event for farmers to connect and learn from one another.

Experience, Key Competencies and Requirements

- Knowledge of and passion for the missions of the organization.
- Broad knowledge of farming, art, systems thinking and community building. Fast learner.
- Ability to think strategically and allocate limited time and resources for maximum impact.
- Skilled in creating and following budgets.
- Excellent listening, speaking and writing skills. Poise and calm.
- Experience organizing events. Proven great results with past projects.
- Ability to rapidly adapt to change, innovate, go with the flow, simplify and discover practical solutions to hard problems.
- Ability to plan, organize and meet deadlines.
- Excellent attention to detail.
- Ability to thrive in and be highly productive in a self-directed work environment, while working closely with teams.
- Ability to collaborate with organizational and community partners to implement highly collaborative programming. Proven track record of partnership.
- Must have regular and reliable access to email, a personal computer and a text-friendly cell phone.
- A reliable car or other method of transportation is necessary for travel to events and workshops within the 10-county area.
- Experience running Zoom meetings and webinars and other technology necessary to run virtual programming.
- Good working knowledge of Google Drive, email, and Google Calendar.

Salary & Benefits

- Starting salary is exactly \$50,100.00
- Dental, vision and silver-level health care covered at 100% (1st of the month after hire)
- 401k with 5% employer contribution and immediate vesting (requires 6 month waiting period)
- Unlimited PTO with 21 days annual *minimum*
- \$40/month reimbursement for phone
- \$50/month reimbursement for high-speed internet
- \$500/year home office reimbursement
- Laptop and office supply allowance based on item type and tenure with company
- Flexible hours
- Integrated severance package (requires 6 month waiting period)

- 6-week parental/family leave (eligible after 12 months)

Hiring Process

If you think this position might be a good fit for you, we encourage you to apply. We welcome all applicants, regardless of how you look on paper—degrees, awards, and specific job titles are less important to us than your ability to do *this job*, in *this organization*, right now. People of color, queer folx, and individuals with disabilities are strongly encouraged to apply.

The main question we need to answer is “how well will you do this job?” That question has some questions baked into it, like “how accurately have we explained the job?” and “what unspoken realities about our office culture or processes might get in the way?” as well as the obvious questions like “have you ever done this before” and “do you have transferable skills and experiences” and most importantly, “do you have the kind of mind and working style that makes these kinds of tasks easier and more enjoyable?”

Instead, we invite you to fill out the form (link below) and send it to us. This form IS the application, and the next step forward from here is an interview for a selected few candidates. This process does not require a cover letter, and only involves a resume as a cursory step in the interview process. Please feel free to reach out and contact us with questions.

We hope you’ll invest some time answering the questions in the application with care. These are fairly simple questions but we expect the answers will show us those candidates who can think through complex processes to come up with simplicity on the other side.

Where to Direct Questions

Please contact Amanda Kik at amanda@crosshatch.org.

How to Apply

Fill out [this form](#).
