

Job Announcement

Position Title: Outreach Program Officer (Cross-Sector Initiatives)

Department: Outreach

Reports to: Senior Director of Community Outreach

Status: Full-Time, Exempt

Schedule: 40 hours/week (Hybrid, 1 remote day)

Salary Range: \$55,000–\$58,000



Position Overview

The Outreach Program Officer supports the implementation of cross-sector initiatives that connect arts and culture with education, healthcare, and community development. This role focuses on program coordination, partner support, teaching artist engagement, and broader artist relationship management to ensure high-quality program delivery. This role supports the implementation of cross-sector initiatives that advance United Arts' strategic goals and contribute to measurable community impact.

Primary Duties

All responsibilities associated with this role are expected to contribute to advancing organizational priorities and measurable progress toward United Arts' mission, vision, and strategic goals.

- **Program Implementation and Coordination:** Support implementation of assigned cross-sector programs, coordinate logistics, and maintain program quality, including supporting evidence-informed approaches that strengthen outcomes across arts, education, healthcare, and community development.
- **Teaching Artist Coordination:** Recruit, onboard, schedule, and communicate with teaching artists.
- **Community Partnerships and Engagement:** Support relationships with partners and represent the organization at program activities as needed.
- **Program Operations and Budget Tracking:** Track activities within approved budgets and maintain organized systems.
- **Data Tracking and Reporting:** Track program data and draft OCPS and impact reports for internal review.
- **Other Duties as Assigned:** Support cross-departmental initiatives and perform additional responsibilities as needed to advance United Art's programs and strategic priorities.

Core Competencies

- **Cross-Sector Program Awareness:** Ability to understand and support programs that connect arts and culture with education, healthcare, and community development priorities, including familiarity with or interest in evidence-informed practices that demonstrate community impact.
- **Program Coordination and Organization:** Ability to support and coordinate multiple programs with strong attention to detail, timelines, and follow-through. Maintains organized systems for scheduling, communication, and tracking program activities.
- **Relationship Management and Communication:** Ability to build and maintain effective working relationships with teaching artists, community partners, and internal team members. Communicates clearly, responds to partner needs, and supports positive collaboration across stakeholders.

- **Teaching Artist Coordination:** Ability to recruit, onboard, schedule, and communicate with teaching artists. Supports alignment between teaching artists, program goals, and partner expectations to ensure consistent program delivery.
- **Data Tracking and Reporting:** Ability to collect and organize program data, use Microsoft Office and program systems, and draft clear and accurate reports (including OCPS and teaching artist impact reports) for review by leadership.
- **Cultural Competency:** Ability to engage respectfully with diverse communities and support programs that respond to community needs in a thoughtful, inclusive, and responsive manner.

Education, Experience, Travel & Other

- Bachelor's degree or equivalent experience
- Minimum of two years of relevant experience in nonprofit, education, arts, or community programming
- Experience coordinating partner-facing programs with artists, schools, community organizations, healthcare partners, or similar partners required
- Experience in arts education, arts in health, creative aging, healthcare partnerships, or cross-sector community initiatives preferred
- Ability to travel throughout the Central Florida region and attend evening/weekend events as needed
- Ability to lift and transport program materials up to 20 lbs., with or without reasonable accommodation

To Apply

Please email your resume and a cover letter describing your experience and interest in this role to Outreach@UnitedArtsCFL.org with your Last Name & Outreach Program Officer in the subject line. The position will remain open until filled.

About United Arts of Central Florida

United Arts' mission is to inspire and enrich communities by strengthening arts, science, history, and culture through strategic collaborations and investments. Through collaboration with individuals, businesses, local governments, foundations, and more than 125 arts and culture organizations, United Arts enhances the quality and variety of cultural experiences available throughout Central Florida.

United Arts of Central Florida is an equal opportunity employer and considers applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable law. Reasonable accommodations may be made to enable individuals with disabilities to participate in the application process and perform essential job functions. United Arts is committed to maintaining a drug-free and smoke-free workplace.