

Program and Communications Coordinator (Full Time/Exempt) Job Description

Haiti Cultural Exchange seeks a dynamic professional to fulfill the full-time position of Program and Communications Coordinator to support our intercultural community and our exciting array of performance, arts, and educational events.

A successful candidate will be a diligent collaborator who can manage all aspects of event production and related communications in a variety of disciplines and venues, including events at iconic venues such as the Brooklyn Botanic Garden, Prospect Park Boathouse, and the Brooklyn Children’s Museum.

Haiti Cultural Exchange (HCX) was founded in 2009 by seven Haitian women with a mission of developing, presenting, and promoting the cultural expressions of the Haitian people. Our activities inspire an appreciation for the rich diversity of Haitian arts and culture in New York City—one of the primary outposts of the Haitian diaspora—by providing opportunities for artists of Haitian descent to develop and present their work in music, dance, film, visual arts, and educational programming. Our promotion of the arts and public affairs aims to raise awareness of social issues and foster cultural understanding within and beyond the Haitian community.

Position Description

Reporting to the Program Director, and working closely with the Haiti Cultural Exchange team, the Program and Communications Coordinator will support core aspects of Haiti Cultural Exchange’s scope of programming, focusing on signature programs and branded, stand-alone events, and provide support for other HCX programming as needed. Additionally, the Coordinator will offer on-site communications and event support, coordinate event outreach and promotions, and assist in other administrative tasks as appropriate.

This position will also provide support in key areas of communications, community outreach and engagement, branding, and social media marketing. The Coordinator will seek opportunities for program development within the organization’s mission, maintain relationships with HCX’s constituency, expand community engagement efforts, and maintain close working relationships with artists, venue partners, and community partners. As part of the administrative responsibilities the Coordinator will also maintain program records and related media systems.

To apply, please submit a brief cover letter and resume to archive@haiticulturalx.org

Please include “Program and Communications Coordinator – [Your Name]” in the email subject line

Applications accepted until position is filled

Anticipated start date: June 2026

Core Scope of Work**PROGRAM and EVENT PRODUCTION**

- Plan and produce HCX's signature programs alongside Executive leadership and community partners, featuring artists talks, performances, youth development programs, and visual arts programming, as well as branded, stand-alone cultural events.
- Co-lead day-of operational needs from set-up to strike, develop run-of-shows with all contacts, plan team delegation, and tech/rehearsals.
- Co-plan a management strategy for door logistics related to day-of RSVPs, and ticket sales.
- Manage artists' needs including VIP and artist hospitality, scheduling, technical and logistic requirements, contracting, travel, and work visas.
- Manage relationships with event partnerships.
- Represent the organization at meetings, public events and engagements.
- Prepare and offer remarks, introductions, and moderate public and closed events as needed.
- Where needed, source talent, support staff, and interns based on event production needs.
- Ability to stand for long periods and pick up and carry 20 lb on occasion.
- Coordinate all logistics with event venues and vendors (e.g. rentals, catering, etc).

COMMUNICATIONS and COMMUNITY OUTREACH

- Develop and execute branding and marketing strategies for HCX programs and the organization as a whole.
- Craft and/or supervise messaging, content, and visual design of all campaigns, digital promotions, and direct mail, updating and verifying communications for accuracy throughout.
- Execute and coordinate with HCX team on all areas of communication, including website maintenance, email newsletters, presentations, and scheduled and real-time event social media content (Facebook, Instagram, Twitter, YouTube).
- Arrange for documentation via photographers and videographers for events. Maintain event documentation and info on HCX shared server using the organizations' archive protocol and folder structure.
- Communicate press-relevant activities to external press representatives.
- Coordinate with external digital advertising and design firms.
- Receive pre-event content from artists and post-event content from photographers and videographers. Facilitate marketing, promotion, and documentation of programs.
- Coordinate outreach and community engagement efforts for the organization, including attending events and meetings to develop audience growth strategies, and partnerships alongside the executive leadership and communications staff.
- Provide support for fundraising activities for the organizations such as: providing program-related data and language to support grant requests and reports, assembling supportive materials for presentations to individuals and institutions and contributing to fundraising strategies.

ADMIN

- Work closely with the HCX team on pre- and post-event content such as artist biographical materials, updated event information, event photos and videos to facilitate marketing, promotion, and documentation of programs.
- Manage space rental program – developing a process for inquiries, vetting and staffing.
- Manage artists and vendor contracts. Maintain organized records using established HCX systems and procedures.
- Provide administrative support to the Executive Director as needed.

Qualifications

Must have a current, legal right to work in the U.S. without sponsorship.

- Bachelor's Degree required.
- Minimum of two years working in the non-profit or cultural sector with experience in communications, marketing, social media, and cultural program development preferred.
- Social media fluency. Ability to coordinate communications via multiple platforms simultaneously.
- Strong attention to detail. Accuracy and proofreading ability are crucial.
- Proficiency in Microsoft Office suite, Google Drive, DropBox, Constant Contact (or similar email editing platform), and Canva on Mac OS. Technical skills to update Wordpress website and blog, and ability to manage email blasts.
- Strong planning, organizational, time management, and problem-solving skills.
- Ability to thrive in a fast-paced environment and prioritize a variety of tasks and deadlines.
- Excellent verbal, interpersonal, and written communication skills. Must be comfortable with public speaking.
- Familiarity with the Arts and Culture environment in NYC.

Ideal candidates

- Passionate about the arts and/or cultural heritage preservation and appreciation of their roles in building communities.
- Cooperative, team-oriented, and outgoing personality.
- Detailed, efficient, organized, skilled in lateral leadership.
- Familiarity with Haitian Creole and the culture of Haiti, while a plus, it is not required. HCX welcomes dynamic candidates of all backgrounds.

Time Commitment

This is a full-time exempt position requiring a total of 40 office hours per week and requires flexibility and ongoing availability to work programming and events, typically held in the evenings or on weekends. Work schedule will vary based on these needs. Office hours at our space in Brooklyn will be regularly scheduled during in-office business hours, between 10:00 AM and 6:00 PM. After 90 days of employment, a hybrid work arrangement of up to one remote workday per week may be considered based on performance and team needs. This arrangement is not guaranteed.

Compensation

Salary range is \$50,000-\$55,000, commensurate with experience. Benefits package includes a health care and child care subsidy.

Paid Time Off

In addition to HCX's schedule of paid holidays, following 90 days of employment, employees shall begin the year with 20 days of paid time off (PTO), in addition to 5 days in December when the office is closed for the Holidays. PTO days are to be used for vacation, personal and sick days. PTO days may not be carried over to the next year. Employees must submit requests for time off to the Executive Director at least two weeks prior, with the exception of sick days.

Holidays

In addition to paid federal holidays, HCX offices are closed for the days between Christmas Eve and New Years' Day. The organization currently observes the following holidays:

- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day (4th of July)
- Juneteenth
- Labor Day
- Thanksgiving Day and day after

Professional Development

Employees are encouraged to seek professional development opportunities that can benefit the organization and the employee's role within the organization.

Haiti Cultural Exchange is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.