THE HOLLAND CENTER
COMMUNITY ARTS & EDUCATION

34250 N, 60th St., Bldg. B Scottsdale, AZ 85266 | 480-488-1090 | www.hollandcenter.org

The Holland Center is a non-profit organization with a mission to enrich lives with arts and education experiences, and ultimately make a positive impact in the communities we serve. We accomplish this with a small team of amazing professionals & volunteers that all pitch in to make a big impact. We light up when we see how our collective efforts enable the community to flourish from artistic expression, a community service project, a new curiosity for history, and so much more from our unique programming. If this mission stirs up something in you like it does for us, and you have a desire to serve as a value-driven contributor, you could be a perfect addition to our team!

Do you love bringing people together and making things happen? We're looking for a Program Manager to coordinate and grow a wide range of classes, events, and activities that make The Holland Center a great place to learn and connect. If you enjoy working with people and want to make a direct impact in your community, we'd like to hear from you.

POSITION:	**Program Manager** This role involves program development & event planning for all ages, facility scheduling & preparation (set-up and tear-down), marketing, and volunteer coordination.
STATUS:	Full Time / Non-Exempt - requires some evenings and weekends. Daily onsite attendance required.
REPORTS TO:	Executive Director
HOW TO APPLY:	Please send resume and a brief note summarizing your interest and qualifications to info@hollandcenter.org. Position will be open until filled.

QUALIFICATIONS

- Passion for The Holland Center's mission and values.
- 2+ years of experience in community programming, event planning, or a related field. Education in marketing, communications, or a related discipline.
- Strong communication skills—kind, clear, and professional under pressure.
- Highly organized with the ability to juggle multiple priorities, people, and deadlines.
- Proactive problem-solver with a positive attitude and a team mindset.
- Experience working with seniors and youth; knowledge of the Desert Foothills community is a plus.
- Proficient with technology: Microsoft 365 (Outlook, Excel, SharePoint), Wordpress, Canva, and social media scheduling tools.
- Strong administrative skills, including workflow coordination, database management, and scheduling.
- Skilled in writing marketing copy with solid grammar; familiarity with AP style is a plus.
- Experience with program logistics, including space scheduling, set-up/take-down, and volunteer coordination is highly desired.
- Must be able to work flexible hours, including some evenings and weekends.
- Ability to lift items up to 30 pounds and manage light physical tasks.

RESPONSIBILITIES

Program Development

- Cultivate new adult and youth classes and events through research, community outreach, and networking.
- Stay informed on trends and similar programs to inspire relevant and engaging offerings.
- Engage community members and partners to attract both participants and instructors.
- Collaborate with others to identify needs and brainstorm creative ways to serve a diverse population.

- Review class proposals and screen curriculum/instructors to ensure alignment with The Holland Center's mission and goals.
- Ensure programs offer a variety of activities tailored to the interests and needs of our community.
- Work closely with instructors to support successful outcomes and address any needs or concerns.
- Take initiative to enhance program performance, suggest new ideas, and recommend updates to programming or policy as needed.

Marketing

- Write and edit marketing copy for classes, events, and instructor bios.
- Schedule and manage social media posts to promote programs and increase visibility.
- Assist in designing flyers and other promotional materials.
- Support the planning, promotion, and execution of special events.
- Use cross-promotion and participant re-engagement strategies to boost attendance.
- Ensure all written and verbal communications follow brand guidelines.
- Prepare periodic reports on participation trends, program performance, costs, and areas for growth.

Operations

- Schedule and coordinate day-to-day classes and events.
- Set up and tear down rooms, including furniture and equipment as needed.
- Recruit, schedule, and support volunteers assisting with programs.
- Ensure safety standards and building protocols are followed.
- Open or close the building when needed for scheduled activities.

Interested applicants, please send resume and a brief note summarizing your interest and qualifications to info@hollandcenter.org.