

# DESIGNxri

## **PROGRAMS ASSOCIATE POSITION**

The Program Associate will help shape existing programs to expand the next generation of RI's design and creatives, enabling our organization and community to imagine and explore new avenues to expand our reach and capacity.

This role is a part-time 20-hour-a-week position, paying an hourly rate between \$25-\$30/hr, depending on experience. This role includes prorated sick and vacation days and a professional development stipend. The position reports to the Program and Events Manager. DxRI has a flexible office environment, where working some of the time remotely is standard. Located near Providence, Rhode Island, meetings, in-person events, and program support are required. The ability to work evening events is essential. The start date is targeted between the end of October and the beginning of November. For the right fit, the organization has opportunities for future growth. This position will move to full-time contingent upon funding in early 2023.

## **ABOUT DESIGNxRI**

DESIGNxRI (DxRI) acts as an economic builder, collaborator, and communicator for the design sector in Rhode Island. A nonprofit organization with an entrepreneurial mindset, DxRI's mission is to create the environment for RI designers, design businesses, and the design sector to thrive.

Founded in 2013, DxRI is an agile and growing nonprofit. We were built on a foundation of collaboration and work with strategic partners throughout the state to position design and create economic, workforce, and community development opportunities. Through our programs, we work to catalyze design business growth, advance design skills, and market RI's design assets. Our goal is to highlight design's creative, innovative and problem-solving practices to attract business opportunities and grow the RI design community while promoting education, commerce and culture for all creatives in Rhode Island.

We believe that increasing diversity, equity, and inclusion is non-negotiable to the growth and transformation of the design sector in Rhode Island. We commit to creating more profound and diverse access to opportunities within our organization, through our programs, and throughout the design field. We are working on modeling diversity and inclusion for other organizations in the design sector. We welcome the participation of our members, design businesses, and community partners to dismantle inequity systems in the design field.

## **POSITION SUMMARY**

The Programs Associate oversees, executes, and ensures the ongoing excellence of DESIGNxRI's programming. This part-time position provides administrative support for DESIGNxRI's major programming. That includes the Providence Design Catalyst Program, a 5-month grant program that works with small design businesses in Providence, RI; Design Challenge, a 2 to 3 month program where designers solve real-world problems; the 2-day Spark Design Summit; and DESIGN WEEK RI, our festival of design.

## OUR IDEAL CANDIDATE

This posting describes our ideal, and we anticipate the successful candidate will fit some but not all of the descriptions. We encourage you to apply even if you aren't sure or are missing some of these listed skills and experience. If you have experience in program and project management, are passionate about our work, and believe you have the skills to accomplish the job, we want to hear from you.

## ABOUT YOU:

- You pride yourself on your strong organizational and administrative skills.
- You thrive best in working environments where you self-manage and work well with short timelines.
- You are task-oriented and enjoy keeping on top of various activities.
- You are comfortable with budgets, data, spreadsheets, and reports.
- You are familiar with remote collaboration technology, including Google Drive and Zoom
- You have strong written and verbal communication skills and are comfortable with business communications.
- You have a passion for design and a desire to support small local businesses through economic development.

## ABOUT US:

- We're a small team and often wear many hats. We have a dynamic environment where self-starters thrive.
- We value clear and direct communication and a collaborative spirit.
- We work quickly and resourcefully to make impactful programs and exciting events happen in Rhode Island.
- We value the personal growth of each individual, contractor, and intern we work with.
- Diversity, Equity, and Inclusion are non-negotiable and crucial to our organization's growth. We especially welcome BIPOC and LGBTQ+ applicants to apply.
- We have a flexible work environment. We work hard at what we do, but we also trust you to take care of yourself first.
- A growth mindset is more important to us than experience. Don't think you're qualified, but are you excited about the opportunity? Please apply!

## RESPONSIBILITIES:

- Work with the Programs and Events Manager to plan, launch and run public-facing workshops, mentorship opportunities, cohort-based programs, and statewide events.
- Work with all DxRI staff to help ensure execution of events and programs are efficient and timely, meeting deadlines.
- Organize, track and maintain paperwork and execution materials related to all programs and events, including reporting documents and participant tracking.
- Attend program workshops and events to assist with technical needs (creating & managing breakout rooms, recording sessions, planning in-person meetings, etc) & helping instructors/presenters as necessary.
- Correspond with program participants, instructors, attendees, event hosts, speakers, and others as necessary to ensure smooth programs & events.
- Work with Catalyst grantees to ensure they're on track with their paperwork submissions and program timelines; liaison between the City to process payments.
- Track documentation & produce workflow of the programs; generate reports that communicate program data, results, and opportunities.

- Support the Program Manager in building evaluation metrics and report comprehensive program outcomes to staff, board, partners, funders, and committee members.

### **What Your First 6 Months Will Look Like**

Adapting to a new organization and team takes time. We strive to support you with a thoughtful onboarding experience and mutually accommodate our ways of doing things to incorporate your strengths and approaches with our existing and evolving systems.

Your first week will involve scheduled orientation, introductory meetings, and tasks from 9-3 pm with a scheduled lunch with a team member. You will meet all team members, get oriented with our organization, and get hands-on practice with our systems and tools. Over the next 30, 60, and 90 days, you will work collaboratively to complete your work in partnership with leadership with regular check-in meetings to reflect, review, and plan. Following the 90-day introductory period, you will gradually become more independent with your role. You will document processes as you go, building the systems which will later guide your work. By the end of the six months, you will have co-created the outcomes and measures by which your performance will be measured. You will be consistently delivering high-quality work on deadline. You will have transitioned to completing your work independently.

### **The Hiring Process**

By Monday, October 3 (end of the day), submit the following items by emailing the requested materials to [operations@designxri.com](mailto:operations@designxri.com) with "Job Application- Programs Associate" as the subject line:

Tell us about you in your cover letter. Consider these questions when answering:

- What's your motivation for applying to this role?
- How have your skills and experiences prepared you to help us manage our programs?
- What values guide you in your work and life?
- How do you think design can make life better for people in Rhode Island and beyond?
- A resume that shows your relevant education, training, and experience.
- Please describe if you have any time you may not be available within the planned weeks for interviews.

We will review submissions and send out notifications and invitations for interviews by early October. We will invite up to three applicants to participate in an interview. Finalists will be asked to provide 2-3 references.

Applicants will be ranked by their application materials' skills, knowledge, and attributes.

The first round of interviews will be held virtually in mid-October. We will offer early morning, Lunchtime, and early evening options with the Programs and Operations Managers. The final interview will be with the Executive Director and a staff member. The first interview will be an hour or less, including 15 minutes for you to ask us questions.

- We will make an offer to a successful candidate near the middle to end of the month in October.
- Upon receiving an acceptance, we will notify all unsuccessful applicants of our decision.
- We will move forward with paperwork with a target start date of early November.