

HEART GALLERY OF EL PASO

Position Title: Heart Gallery Coordinator

FLSA Status: Non-Exempt

Position Summary:

The Heart Gallery Coordinator works collaboratively with the Heart Gallery Executive Director for the coordination of duties that focus on recruitment efforts to find adoptive families for children and raise awareness about the need for foster and adoptive families. As a fund of the Paso del Norte Community Foundation, the Heart Gallery helps to raise awareness about children waiting to be adopted and find forever families for these children.

General Duties and Responsibilities:

- Oversee and track all external inquiries including inquiries from prospective adoptive families via telephone and email.
- Track children in the program who need photos taken.
- Onboard new volunteer photographers to the program and scheduling volunteer photographers when children are added to the program or need updated photos.
- Provide web maintenance of Heart Gallery website pages & YouTube
- Responsible for providing photographs of children to caseworkers for use in the State adoption database (TARE)
- Assist with coordination of logistics around weekly Forever Families segments.
- Maintain all program data and reporting in Salesforce and Google Analytics
- Assist with other special projects including Heart Gallery event, adoption match parties, and other program projects as needed.
- Assist with development and maintenance of cloud storage.
- Basic photography skills
- Set up & take down exhibits across El Paso area.
- Ordering prints/canvasses/portraits of youth
- Schedule Heart Gallery photo shoots for children by working closely with Heart Gallery Executive Director, volunteer photographers and Texas Department of Family and Protective Services caseworkers.
- Assist with coordination of weekly Forever Families segments on local TV stations, manage scheduling of shoot locations, station personnel, child, and caseworkers

Education and Experience: Minimum of a Bachelor's degree with three years of program experience preferred.

Knowledge, Skills and Abilities:

- A positive outlook and self-confidence.
- Strong interpersonal skills, with an ability to work respectfully, collaboratively, and effectively within a team environment.

- Excellent interpersonal, written and oral communication skills.
- Exceptional time management and organizational skills.
- Ability to prioritize tasks so that you can get high-quality projects to completion.
- Experience with Microsoft 365, Adobe photoshop, CRM software such as Salesforce, and willingness to learn new technologies as needed.
- Ability to work well under stress, independently and as a team, meet deadlines, problem-solve, multi-task, and deliver high-quality results.
- Fluency in Spanish preferred.
- Experience in art installation, design, and/or visual arts is a plus

Physical Requirements / Work Conditions:

- Evening and weekend work required.
- Work conducted in home office environment and in the community.
- Repetitive motion in the operation of computer.
- Frequent sitting required; occasional standing, bending, and stooping.

About the Heart Gallery of El Paso

The Heart Gallery of El Paso is a new, nonprofit organization established to use the power of photography to capture the individuality and dignity of children experiencing foster care, to advocate for their permanency, raise public awareness about their needs, and obtain support to help meet those needs. Heart Gallery programs assist caseworkers in what many consider to be their hardest cases when parental rights have been terminated.

The Heart Gallery of El Paso is an Equal Opportunity Employer and does not discriminate based on sex, race, age, national origin, ethnicity, background, disability, sexual orientation, or any other characteristic protected by law. Final candidates must pass a background check in compliance with federal regulations.