



Communications and Programs Assistant (Part-Time, Hourly)

Open Source Gallery + KoKo NYC

Open Source Gallery and its education program KoKo NYC seek a part-time Communications and Programs Assistant.

The ideal candidate for this role will be highly organized, detail oriented, and committed to the mission of Open Source Gallery and KoKo NYC of expanding access to art, innovative education, and building community.

Tasks assigned to this role would include, but are not limited to:

- Content generation and management of social media and e-newsletters
- Drafting of misc. communication materials
- Creating workshop rosters and calendar invites
- Simple budgeting
- Research and support of community outreach to expand OSG and KoKo NYC network
- Internal organization assistance and file management

Role Requirements:

- Highly detail-oriented
- Self-motivated
- Solutions-minded
- Communicative and inquisitive
- Proficient in use of social media platforms (especially Instagram), Constant Contact, Google Suite
- Sensitive to the security required when handling the health and safety information of children (employment dependent on passing criminal background check)

Relevant (but not required) Skills:

- Graphic design skills (previous experience using Canva a plus)
- Experience with Sawyer workshop registration platform
- Knowledge of Brooklyn / NYC community-based arts organizations
- Proficiency in languages such as Spanish, Arabic, French, and/or Mandarin
- Teaching Experience or Experience working in an educational environment

Open Source Gallery and KoKo NYC are committed to equity, diversity, and inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

Location: Hybrid (Brooklyn, NY)

Hours: Part-time 20-25 hours per week. This position has the potential to become full time.

Pay: \$22 / hr

Start Date: April 2026

Application Deadline: March 23rd, 2026



To Apply

Please email your resume and cover letter (including your availability) with the subject line “Communications and Programs Assistant - 2026” to: info@kokonyc.org

About Open Source Gallery

Open Source Gallery is an arts-based non-profit organization inspired by the open source movement. In the spirit of this free exchange of knowledge, we provide a forum where art intersects with the community and the world at large. To learn more, visit <https://open-source-gallery.org/>.

About KoKo NYC

KoKo NYC is the arts education program of Open Source Gallery, a non-profit arts organization based in Brooklyn. KoKo NYC provides art-based science and engineering classes in school and after-school programs throughout New York City. To learn more, visit <https://www.kokonyc.org/>.