



## Job Description

**Title:** Community Engagement Specialist

**Reports To:** Associate Director, Community Engagement & Programming

**Status:** Full Time | Hourly

**FLSA:** Non-Exempt

## POSITION OVERVIEW

The Community Engagement Specialist, reporting to the Associate Director of Community Engagement and Programming, is a key member of the Programming Team, focusing on external partnerships such as school programming and logistics. In collaboration with the Program Specialist, who primarily handles family-facing programming, the Community Engagement Specialist ensures the smooth execution of organizational programs. Both roles mirror each other, sharing responsibilities and working closely to support KDO's initiatives. While the Program Specialist concentrates on family-facing programming, the Community Engagement Specialist ensures that logistics, partnership coordination, and organizational operations are seamlessly executed to strengthen and stabilize KDO's impact. This position plays a critical role in maintaining and enhancing the quality of KDO's current initiatives, ensuring consistent delivery and long-term sustainability.

## ESSENTIAL CAPABILITIES AND RESPONSIBILITIES

- Execute existing community engagement initiatives, strengthening relationships with schools, organizations, arts programs, and advocacy groups that align with KDO's mission.
- Manage logistics for programming, including scheduling, community events, including researching venues, coordinating volunteers, overseeing marketing, and handling day-of operations and follow-up.
- Represent KDO at community events to advocate for our programs, increasing visibility and fostering support.
- Create and distribute marketing materials such as e-blasts, social media content, and flyers to promote KDO's programs, ensuring all materials adhere to KDO's brand guidelines.
- Help Leadership coordinate professional development opportunities for KDO staff to enhance their work with children and the communities we serve.
- Assist in managing KDO's public relations efforts, including drafting press releases, updating the newsletter, and supporting social media outreach.

## Programming

- Support the Leadership Team in executing existing program plans and enhancing the impact, sustainability, and reach of KDO's initiatives.
- Build strong relationships within KDO's community and beyond, primarily with schools and other organizations.
- Act as a primary point of contact between schools and organizations, staff, children, and families to ensure seamless communication and collaboration.
- Identify opportunities to improve existing program services and implement enhancements based on team feedback.

- Ensure the smooth operation of existing programs by collaborating with the team to maintain and strengthen infrastructure.
- Help implement impact assessments and track corresponding metrics, supporting the Leadership Team in analyzing the effectiveness of KDO's programs.
- Assist with the logistics of program management, including drafting invoices, scheduling, staffing coordination, and overseeing MOUs.
- Prepare financial statements and maintain accurate records related to program activities.
- Support the Executive Director and Associate Director, Community Engagement & Programming in grant writing and funding prospecting.
- Periodically visit all KDO programs to maintain visibility and stay connected with program activities.
- Take on additional tasks as needed to support the team and KDO's mission.

### **Attributes**

- Leadership – The capacity to prioritize strategic initiatives while motivating and creating a sense of direction.
- Teamwork – Active partnership with various staff and community members to achieve collective goals.
- Interpersonal Skills – The dexterity to address complex and sensitive issues, demonstrate respect, treat others fairly, regardless of personal biases or beliefs, and foster positive and productive relationships internally and externally.
- Priority Management – The flexibility to prioritize key goals and ensure operational tasks align to deliver desired outcomes within allotted time frames.
- Accountability – The ability to assess the risks of various options; anticipate the human, financial, and technological resources needed to achieve extraordinary results; and be held accountable for decisions and actions.
- Commitment to inclusivity – valuing differences in others and seeing potential in all children to succeed, regardless of cognitive or physical limitations.

### **Education/ Experience**

- A bachelor's degree is highly preferred in a relevant area (Communication, Arts Management, Business, Administration, Child Development, or related field); a high school diploma or GED is required.
- Two to three years of professional experience in a nonprofit and/or arts organization, including demonstrated success in Community Engagement and/or Program Management.
- Proven results in Networking, Outreach, CRMs, and Social Media platforms.
- Knowledge of marketing and graphic design is a plus.
- Experience in dance, the arts, and/or education.
- Practice in production management is welcomed.

### **Required Skills/Abilities**

- Proficiency with the following technical platforms:

- MS Office Suite and Google Workspace (especially spreadsheet & slideshow software & group calendars)
- Social media (Facebook, Instagram, LinkedIn, YouTube, Vimeo)
- CRM (KDO uses NEON)
- JotForm or similar form software
- Adobe Creative Suite and Canva
- Zoom
- Strong organizational and time management skills with exceptional attention to detail.
- Flexible schedule and ability to work evenings and weekends with advanced notice.

### **Physical Demands**

The physical demands described here represent those an individual must meet to perform the essential functions of this job successfully.

- Ability to sit for extended periods of time while working on a personal computer.
- Frequently communicates with others and must be able to exchange clear and accurate information.
- Occasionally may need to reach, stoop, or kneel.
- Capability to lift at least 25 lbs, bending and reaching throughout the day as needed.
- Willing to travel to on-site locations for stakeholder engagements and projects.
- Able to conduct work in various environments with a wide variety of audiences.

**Compensation:** \$18.25/Hourly (\$37,960 annually)

### **Benefits, Culture, & More**

Additional compensation packages include health insurance coverage options, retirement fund matching contributions (5% after one year of employment), generous DTO and holiday schedule, flexible (hybrid remote/in-person) work environment, and more.

### **To Apply:**

Please submit your resume, cover letter, and a writing sample or project demonstrating experience in program planning, event management, or community outreach. You may also include examples of successful initiatives or projects you have led in previous roles.

Send your application with required materials to Executive Director Mónica M. Muñoz at [mmunoz@kdoutreach.org](mailto:mmunoz@kdoutreach.org). Please include "Community Engagement Specialist Application – [Your Full Name]" in the subject line. **Applications will be accepted through Monday, March 31, 2025, or until the position is filled.**

### **EEO Statement**

*Kids Dance Outreach is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We are committed to a work environment that supports, inspires, and respects all individuals.*