

Title: Community Engagement Specialist

Status: Full Time | Hourly

FLSA: Non - Exempt



Community Engagement Specialist

Reports To: Associate Director, Community Engagement & Programming

Position Summary

The Community Engagement Specialist advances the mission of Kids Dance Outreach by building and strengthening relationships with schools, community organizations, volunteers, partners, donors, and supporters. Reporting directly to the Associate Director, Community Engagement & Programming (ADCEP), this role supports the administrative coordination of school and organizational partnerships while serving as a visible ambassador for Kids Dance Outreach at programs, events, and performances.

As a member of the Community Engagement & Programming Team, the Community Engagement Specialist works in close partnership with the Program Specialist under the leadership of the ADCEP. While this role's primary focus is community engagement and organizational partnerships, both Specialists are expected to collaborate across responsibilities to support programming, organizational events, and exceptional experiences for children, families, educators, partners, and the broader community.

Primary Responsibilities

Community Engagement & Partnerships

- Coordinate administrative processes related to school and community partnerships, including MOUs, invoices, contracts, scheduling, meeting preparation, follow-up, and documentation.
- Support the ADCEP in cultivating and maintaining relationships with schools, community organizations, volunteers, and strategic partners.
- Serve as the connector between programming, school partners, and the Artistic Team to ensure clear communication and successful program implementation.
- Coordinate partnership communications, calendars, and organizational outreach activities, and impact reporting, including data collection, tracking, and documentation to support program evaluation and partner reporting.

Cross-Department Collaboration

- Partner closely with Program Specialists to actively integrate community partnerships and participant programming, ensuring both functions operate in lockstep to deliver a cohesive experience for participants, families, and partners.
- Partner with the Operations Coordinator to communicate logistical needs, space usage, materials, scheduling, and operational priorities.
- Partner with the Development Department by supporting community engagement opportunities, volunteer coordination, partner stewardship, and relationship-building as needed.

Organizational Engagement

- Represent Kids Dance Outreach professionally and enthusiastically at community meetings, events, performances, and public-facing activities.
- Build meaningful relationships with educators, families, partners, volunteers, donors, and guests.

Core Expectations

- Demonstrates strong effectiveness working both remotely and in person, maintaining clear communication, consistent follow-through, and a high level of responsiveness across all settings.
- Maintains consistent performance and follow-through in fast-paced, high-volume programming environments.
- Demonstrates steady judgment and professionalism when managing competing priorities or unexpected challenges.
- Remains organized, present, and responsive even during peak program and event seasons.

Shared Expectations

All Specialists are expected to:

- Be fully engaged during Event of the Year, Summer Programs, performances, showcases, and other high-volume organizational initiatives.
- Serve wherever needed—including front-of-house, family engagement, participant support, volunteer coordination, check-in, guest experiences, educator support, and event logistics.
- Take initiative by identifying needs, solving problems, and contributing without waiting for direction.
- Communicate proactively with the ADCEP, Operations Coordinator, Artistic Team, and fellow Specialists to ensure seamless execution.
- Strengthen relationships across the organization by creating welcoming, positive experiences for every child, family, educator, volunteer, donor, guest, and community partner.
- Support teammates across responsibilities and contribute to a collaborative, high-performing culture.

Attributes

- Relationship-driven, approachable, and professional.
- Proactive, resourceful, and takes initiative.
- Highly organized with strong attention to detail and follow-through.
- Adaptable and thrives in a fast-paced, collaborative environment.
- Consistent, steady, and reliable in fast-paced, high-volume environments.
- Maintains composure and professionalism in high-pressure or unpredictable situations.
- Able to prioritize and stay organized while managing multiple moving parts.
- Passionate about children, the arts, and community impact.

Education / Experience

- Bachelor's degree or equivalent experience in nonprofit management, communications, education, public relations, or a related field.
- Experience coordinating partnerships, events, community outreach, or nonprofit programming preferred.
- Experience working with schools, community organizations, or volunteers is a plus.
- Experience in the performing arts is a plus

Required Skills / Abilities

- Excellent written and verbal communication skills.
- Strong organizational and project coordination skills with the ability to manage multiple priorities and meet deadlines.
- Skilled at building relationships with diverse stakeholders.
- Proficient in Microsoft Office and Google Workspace.
- Ability to remain calm, solution-oriented, and professional in fast-paced, high-stress, or high-activity environments.
- Able to maintain accuracy, focus, and follow-through while managing competing priorities.
- Ability to work occasional evenings and weekends for programs and events.

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.

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.

Compensation:

Starting at \$20.00/hour (\$41,600 annually based on full-time employment), with opportunities for increased compensation based on experience and performance.

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. Please include "Community Engagement Specialist Application – [Your Full Name]" in the subject line. **Applications will be accepted through Monday, July 31, 2026, 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.