POSITION: OUTREACH COORDINATOR
REPORTS TO: Deputy Director
STATUS: Part-Time / Non-Exempt

Under the general direction of the Deputy Director, the Outreach Coordinator is responsible for outreach programs to external organizations and groups.

RESPONSIBILITIES:
• Build relationships with artists from historically underrepresented groups for participation in Arts Council programs on various levels, e.g. grants panelists, Teaching Artists, etc.
• Conduct outreach to a wide variety of cultural groups with arts services, and artists in Monterey County, specifically south county, including research, networking and interviews.
• Review/translate Spanish-language grant applications, promote and assist in application process.
• Support partnership-building and networking to advance racial and cultural equity, particularly in south county.
• Liaison representative to other community resources as feasible, including staffing festivals and events to elevate our mission/offerings.
• Collaborate with Marketing Coordinator to promote ongoing art events, etc.
• Prepare monthly report including current activities, trends and issues.

OTHER
• Other responsibilities as assigned by Deputy Director or Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES

Required
• Strong communication skills including writing and public speaking in English and Spanish.
• B.A. in Related Field or 2 years equivalent experience.
• Familiarity with needs of community-based arts and cultural organizations.
• Demonstrated interest in promoting community development, with the ability to connect with and advocate for, a wide variety of people.
• Ability to establish priorities, work independently and proceed with minimal supervision.
• Ability to handle and resolve problems, and work as part of a team.
• Ability to work cooperatively and flexibly on a range of projects.
• Experience with G-Suite, Microsoft products, Adobe Acrobat, Social Media (Facebook, Instagram, Twitter, etc).
• Ability to travel within Monterey County with a valid driver’s license, reliable transportation and insurance.

This is a part-time, non-exempt position, up to 20 flexible hours per week.
To be considered for this position, please email your resume in pdf format to Jacquie Atchison, Deputy Director - jacquie at arts4mc.org.
No other formats are acceptable and will not be considered. In the body of your email, please explain your interest in the position and working for the Arts Council. No phone calls please.

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