

Classification Description

Title: Education and Community Engagement Coordinator

Job Code: 8102

Pay Range: FE

FLSA Status: Exempt – Administrative

Employee Group: MERC Non-Represented

Established: December, 2015

Revised: 9/2017; 8/2018; 4/2019

EEO Category: Professionals

CLASSIFICATION DESCRIPTION

Develop, implement, administer and maintain all aspects of an education and community relations program. Cultivate community contacts in order to better serve our diverse community with meaningful performing arts performances and spaces that are friendly to everyone. Support diversity, equity and inclusion goals of the organization and work internally with staff to administer these goals through education and the arts.

DISTINGUISHING FEATURES

This classification is distinguished from the Education and Community Engagement Program Manager by the level of authority exercised in the execution of duties and the difference in duties and responsibilities assigned and performed.

DUTIES AND RESPONSIBILITIES

Education related duties and responsibilities

1. Serves as a resource for arts education information, instruction and technical assistance to teachers, schools, students, families and other arts education constituencies.
2. Serves as point and project leader for all Educational Outreach Program (EOP) events. Analyzes EOP events to evaluate successes and failures. Identifies EOP opportunities and takes necessary steps to vet opportunities.
3. Gathers all materials needed for grant applications; writes and applies for grants to gain funding for Educational Outreach Project.
4. Researches areas of interest of diverse groups in the performing arts to provide opportunities for education and outreach.
5. Develops and provides oversight of metrics for program evaluation and success.
6. Forges relationships with community leaders in the field of education.
7. Researches educational programs at other performing arts centers in the country and recommends best practices for Portland's. Uses this information to conceptualize and develop new programming as appropriate. Attends professional conferences and seminars to maintain up-to-date knowledge of information and resources in the arts education field including new standards and program evaluation.
8. Plans and implements marketing and public relations for education and community arts programming in collaboration with the marketing department.
9. Supervises the production of all educational support materials.
10. Serves as lead for all branding and promotional materials surrounding the EOP.

Outreach related duties and responsibilities

1. Builds the Portland's brand in our community.
2. Works with local community organizations and serves as a representative of P's on issues that provide benefit to the community at large and P's.
3. Meets with leadership from diverse community groups in order to strengthen our ties with them and determine appropriate programming for their audience base.
4. Serves as a community liaison between Portland's Centers for the Arts and representatives in local performing arts, education, and social justice organizations as well as civic leaders in the region. Drafts press releases, study guides, classroom materials, and other necessary documents for EOP events.
5. Forges relationships with corporate and individual donors.
6. Initiates and pursues partnerships and collaborations with local and regional organizations. Serves as a community liaison for Portland's Educational Outreach Program. Works in collaboration with the development department to actively investigate, pursue, and develop sources of funding, develop proposals and prepare appropriate reports as they relate to sponsorship of EOP and community relations programs, to include:
 - Provides educational information and statistics as needed for grant requests
 - Serves as spokesperson for educational fundraising efforts as needed
 - Enhances and cultivates existing relationships with major funders of EOP to support the program's future goals and potential growth
 - Includes objectives and goals which are in line with Metro's Diversity Equity and Inclusion Program.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:
 - Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
 - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
 - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
 - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
 - Demonstrate sustainable practices in applicable field and generally for resource use and protection
 - Work assigned schedule (if applicable); exhibit regular and predictable attendance
 - Practice safe work habits

- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- 3. Perform assigned duties during an emergency situation.
- 4. Perform other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- A minimum of three years of related experience and,
- A Bachelor's degree in Education, Theater, or Arts from an accredited college or university or,
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

Knowledge, Skills and Abilities:

- Knowledge of Hispanic culture and traditions.
- Knowledge of grants, grant writing, and the process of securing foundation funds.
- Skill in written, verbal, and interpersonal communication with a focus on customer service.
- Skill in organization and attention to detail.
- Skill in communicating effectively in English.
- Skill in using Microsoft Outlook, Word and Excel and Adobe Suite or other digital design program.
- Skill in both spoken and written Spanish.
- Ability to demonstrate commitment to and a passion for the arts and arts education.
- Ability to demonstrate commitment to and passion for cultural diversity and equity.
- Ability to work under pressure of many priorities and deadlines.
- Ability to meet people with ease and work effectively with staff and volunteers.
- Ability to write education documents such as study guides.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- This position is supervised by the Executive Director.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

- Standard office equipment is used.

WORK ENVIRONMENT

- Work is generally performed in a standard office environment where work pressures, disturbances of workflow and/or irregularities in the work schedule are expected and occur on an intermittent basis. Changes in the performance environment require occasional upgrading of skills. Minimal physical exertion is generally required. Learned physical skill is required to perform keyboarding and 10-key functions. Frequent reaching, walking, standing, lifting, stooping, or carrying of equipment and materials may be required. Incumbents may be required to lift and carry up to 10 pounds. As necessary to meet workload demands, works outside of typical schedule including evening/weekend hours. Work may require travel to off-site locations.

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.