



P. O. Box 882  
Burnsville, NC 28714  
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[toeriverarts.org](http://toeriverarts.org)  
[toeriverarts.com](http://toeriverarts.com)

## **Position:** Community Outreach Coordinator

### **Position Summary:**

The Community Outreach Coordinator is responsible for the development and facilitation of education and offsite outreach programs for the organization. This includes partnerships with Avery, Mitchell, and Yancey County schools, community organizations, businesses and individual community members. The Community Outreach Coordinator works with other staff and volunteers as appropriate. Organizational sensitivity and teamwork are characteristics central to this position. Toe River Arts personnel policies apply.

### **Qualifications:**

Bachelor's degree is preferred but we will consider an equivalent combination of education and experience. Must have at least two years of experience with programming and collaborating in a rural community. Sensitivity to partnerships, working with teachers, students, school administrators, and community members is crucial. Must be dependable, possess good people skills, organizational skills, ability to manage a varied workload, and the ability to plan and manage a budget. Must be able to work independently, balance multiple projects, and meet deadlines. Familiarity with grant writing and reporting is preferred.

### **Job Relations:**

Reports to: Executive Director

### **Primary Responsibilities:**

- Coordinates Toe River Arts education and workshop programs
- Represents the organization at arts education and community meetings
- Establishes procedures and guidelines for offsite programs
- Works with partners to identify and hire appropriate artists to work in the schools and with the community
- Creates and maintains a database of teaching artists
- Frequently communicates with educators, administrators, and artists
- Monitors and assists with evaluating programs and artists
- Implements healthy community programming
- Provides reports to the Toe River Arts Executive Director and Board of Directors on a periodic basis
- Stays up to date with research related to education and rural community programming
- Maintains database of art education supplies, instruments and oversees maintenance
- Determines school data for the year – numbers, contacts, school population and demographic makeup
- Works collaboratively with community members to provide resources and develop the best possible programming for each group
- Ensures outreach programs are reflective of the needs and assets of our local community
- Interacts with community members using a judgment-free approach
- Other duties as assigned

### **Communication:**

- Reflects a positive attitude to customers, artists, staff and board while in person, on the phone or online
- Attends regular staff meetings
- Communicates with Toe River Arts Executive Director and local school boards
- Completes and ensures grant reports are completed on time
- Communicates clearly with schools and teaching artists concerning program needs and schedules. Provides clear and timely information to all other staff as necessary

- Serves as an advocate with the community to seek input, to keep them informed of relevant activities, improvements, and involves them in meaningful and productive ways

**Budgeting/Ordering/Accounting:**

- Works with Executive Director to develop budget
- Approves payments within program area and submits receipts and vouchers for payment
- Requests W9 from artists
- Monitors progress in remaining within budget and orders supplies

**Supplies:**

- Coordinates and places program materials orders, working with Toe River Arts staff
- Works with staff to ensure material ordering meets safety guidelines
- Manages organization and storage of program materials and tools. Works with staff and teaching artists to check materials and tools in and out for programs

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to sit and work at a computer. The employee is frequently required to use hands to handle or touch objects and tools. The employee is frequently required to stand, walk, bend and can lift and/or move objects weighing up to 50 pounds or more. Employee must be able to communicate.

**EEO:** Toe River Arts is an Equal Employment Opportunity (EEO) employer and does not discriminate because of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

**Anti-Harassment:** Toe River Arts expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Toe River Art's employees to perform their job duties may result in discipline up to and including discharge.

**Compensation:** This is a full-time, salaried position. The salary is \$27,000 per year and does not include health or retirement benefits at this time.

**To Apply:** Please submit a cover letter, resume, and three references to Nealy Andrews, Executive Director, P.O. Box 882, Burnsville, NC 28714 or nealy@toeriverarts.org.

**Deadline:** The position will remain opened until filled, however the first review of applications will take place Friday, September 13th, 2019, 5pm EST.

I, \_\_\_\_\_ have received and reviewed my above job description and can perform the duties, special demands, and physical requirements.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date