

JOB DESCRIPTION

Part-time, 28 hours/week

COMMUNITY OUTREACH COORDINATOR

Purpose Statement

The Community Outreach Coordinator is in charge of developing, implementing, and evaluating community outreach programs for The Columbus Museum, some of which take place off site. This position is also responsible for cultivating relationships with community organizations and groups in order to promote awareness of the Museum. This position requires teaching experience in a formal or informal learning environment and a desire to learn more about art, history, and museum education. Candidates should be comfortable working with people, primarily youth, of differing backgrounds and circumstances, and be committed to improving the Columbus community. The Columbus Museum is an established, successful art and history museum in a growing community in West Central Georgia with many cultural amenities.

This position reports to the Director of Education & Engagement.

Essential Functions

- Coordinates all aspects of programming for community audiences, both on and off site.
- Collaborates with existing community partners to develop inclusive programs that reach diverse audiences within our community.
- Connects with new community partners to create programs that meet existing needs in our community.
- Represent the Museum and lead art making activities at community events.
- Lead Museum PALS, a pre-kindergarten outreach program focused on promoting art appreciation and early literacy skills in Muscogee County School District pre-k classrooms.
- Serve on advisory committees with community partners as requested.
- Oversees program evaluation to ensure goals are being met for both the Museum and the partner organizations.
- Supports the Education Department's goal of cultivating new audiences and creating space for all community members to feel welcome at the Museum.
- Assists the Director of Education & Engagement with grant writing for community outreach grants.
- Develops and manages community outreach budget in collaboration with the Director of Education & Engagement.

Other Functions

- Daily attendance and punctuality are required for the purpose of ensuring that the goals of the work can be met.

- Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions for the purpose of supporting the needs of the Museum.
- Must be comfortable working with a wide range of volunteers of various ages and backgrounds.
- Must be comfortable working with a wide range of community members of various ages and backgrounds.
- Reliable transportation is preferred as this position travels to various locations around Columbus. A valid driver's license is required. If using personal vehicle, mileage reimbursement will be provided.
- This position works 28 hours per week, typically Monday-Friday, with weekend and evening hours as program needs require. Flexibility with schedule is desired.

Job Requirements: Minimum Qualifications

Skills, knowledge, and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: organizational skills, communication skills, project management skills, interpersonal skills, and writing skills.

KNOWLEDGE is required of education and/or community organizing. Knowledge of art history, history, museum education, and/or art education is preferred.

ABILITY is required to develop and lead a wide range of programs for community members, able to prioritize tasks and projects, speak to the public in a variety of settings, think creatively, solve problems, and follow budgets.

Responsibility

Responsibilities include: working under supervision following standardized practices and/or methods, supervising program volunteers, and working with other persons within the Museum, large work unit and/or across several small work units. Utilization of significant resources from other work units is routinely required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasionally lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Education

High school diploma required, Bachelor's degree or some college preferred

Experience

Formal or informal teaching experience required

Early childhood teaching experience preferred

Equivalency

Comparable experiences and training in an informal learning environment such as a museum, science center, nature center, preschool, or child care setting.

Required testing

None

Certificates & Licenses

Georgia driver's license

Continued Education/Training

As funding permits

Clearances

Criminal Justice Fingerprint

Background Check

Salary Grade

\$14-16/hour

To apply, please send a resume, cover letter, and three references to Lucy Kacir, Director of Education & Engagement, at lkacir@columbusmuseum.com