



## **Title: Community Engagement Coordinator - Programs**

### **Summary of Position**

The **Community Engagement Coordinator - Programs (CECP)** at CMCB will coordinate events, concerts, field trips and workshops for CMCB's off site programming in the community. Reporting to the Senior Director of Community Engagement Programs, they will support programming at partner and community sites as well as manage the execution of a program feedback and evaluation process. The CECP will also provide general administrative support in data gathering, communications, and other areas as assigned.

**Status:** Full-Time Salaried (40 hours/week), Exempt

**Start Date:** August 2022

**Schedule:** Hybrid, Monday-Friday, some weekday and weekend evenings

**Reports to:** Senior Director of Community Engagement Programs (SDCEP)

**Works Closely With:** Community Engagement Manager (CEM), Community Engagement Business Operations Coordinator (CEBOC), Chief Programming Officer (CPO), Faculty Instructional Leads (FILs), Faculty, and Community Music School Communications Coordinator (CMSCC)

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### **Responsibilities**

#### ***Operations***

- Foster and leverage CMCB's strong reputation as an extraordinary community music school to sustain current programming and to develop future opportunities for expansion and growth in all Community Engagement programs
- Collaborate with Human Resources and the CEM to support the hiring process for Community Engagement faculty, ensuring that recruitment practices are equitable and minimize implicit bias of marginalized groups
- Support the onboarding of new CEP faculty

#### ***Program Accountability and Oversight***

- Ensure the highest level of programs and services that meet the needs of a diverse community
- Work with CEP staff and CPO to compile department data in order to define and document programmatic impact for grant applications and annual report materials



- Maximize CMCB's community impact with the Program's staff and FIL's by encouraging crossover across the Community Music School and Community Engagement program ecospheres
- Lead program feedback and evaluation process, including the voices of CEP students, parents, guardians, caregivers, and faculty in order to better meet the needs of a diverse community

### ***Stakeholder Cultivation and Community Engagement***

- Respond to concerns of external partners, students, faculty, and the public in an effective and timely manner
- Support the Advancement Department and CEM on marketing, branding, and public relations programs that highlight CEP's impacts and reputation
- Manage the planning, coordination, and execution of all CEP workshops, recitals, and events, including providing onsite support for in-person events as needed
- Lead events at partner sites, including culminating events, concerts and field trips
- Support the recruitment and retention of partners and students
- Respond to CEP faculty in an effective and timely manner, redirecting to CEM and SDCEP as needed

### ***Team Management***

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and customer service
- Collect and report faculty availability in key times of the year, making updates as necessary
- Organize and schedule professional development opportunities, both internal and external, for faculty, following the direction of the CEM
- Coordinate and schedule meetings and site visits, both virtual and in-person, for CEP staff and faculty
- Support the CEM and FIL's in the completion of faculty observation and assessments

### ***Other***

- Additional responsibilities as assigned by SDCEP or CPO

### **Qualifications**

#### ***Essential***

- College degree in the field of community engagement, program design, or public school teaching and/or 1-2 years of equivalent professional experience in the field of community engagement



- Must be able to comply with company-wide COVID-19 vaccination verification or regular twice-weekly testing requirement
- Excellent interpersonal skills and ability to foster professional relationships
- Commitment to providing outstanding customer service
- Motivated and can work independently as well as collaboratively across teams
- Highly organized, detail oriented, and prioritizes tasks to maximize workflow
- Skilled in culturally competent communication; strong verbal and written communication skills
- Ability to take initiative to improve and optimize processes
- Ability to give and receive constructive feedback
- Prioritizes providing all stakeholders an equitable arts experience
- A successful candidate should have a passion for arts as a tool for community engagement as well as enthusiasm for CMCB's dual mission of excellence and access
- Working knowledge of Microsoft Office Suite, Google Apps, Zoom

### ***Preferred***

- Fluency in Chinese (Mandarin/Cantonese), French Creole and/or Spanish is **highly** desirable
- General knowledge of and/or experience in music, the arts, education, and public school settings

### ***Physical Demands***

While performing the duties of this job, the employee is frequently required to stand; walk; sit. The employee must occasionally lift and/or move up to 25 pounds.

### **Compensation and Benefits**

\$40,000-\$42,000, commensurate with experience

Benefits include medical insurance (group health and flexible spending account), paid time off (vacation, sick, personal), 403(b) retirement plan with employer contribution, employee assistance program, discounts on music instruction at CMCB, and paid professional development opportunities.

### **Application Instructions**

Please send the following by email to [jobs@cmcb.org](mailto:jobs@cmcb.org). Address your materials to Chris Perry, Senior Director of Community Engagement Programs:

- A cover letter which addresses your capabilities, experiences, and interests
- A current resume or CV
- Names and contact information for at least three (3) references from within the past 5 years, indicating your relationship with each



Incomplete applications may not be considered. **Applications will be reviewed beginning July 11 as they are received, and this position will remain open for applications until filled.** *Please, no phone calls or walk-ins.*

The above information on this position description has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

## **ABOUT COMMUNITY MUSIC CENTER OF BOSTON**

Community Music Center of Boston is an arts education nonprofit founded in 1910, with a mission to transform lives by providing equitable access to excellent music education and arts experiences. Over 4,000 students participate in our programs every week. We are proud to act as the largest external provider of arts education to the Boston Public Schools, supporting rigorous, relevant, and culturally-responsive musical instruction for one of the most diverse school districts in the nation. CMCB's Community Music School Division offers lessons, group classes, ensembles, and early childhood programming at our headquarters in Boston's South End. Our Community Engagement Programs operate in partnership with a dozen public schools, a dozen social service agencies, and a variety of community centers, housing developments, and charter schools, supporting programs throughout virtually every neighborhood in Boston, in-school, after-school, and in the summer.

Community Music Center of Boston is committed to recruiting and fostering a diverse community of staff and students and is proud to be an **Equal Opportunity Employer**. BIPOC individuals, LGBTQIA+ individuals, and members of other historically disenfranchised and marginalized populations are strongly encouraged to apply.