CHARLOTTE STREET SEEKS PART-TIME
COMMUNITY ENGAGEMENT + VOLUNTEER COORDINATOR

THE JOB OPPORTUNITY:
The Community Engagement + Volunteer Coordinator provides strategy, planning, and implementation for external outreach, community programs, and volunteer management at Charlotte Street.

THE DESIRED CANDIDATE:
We are seeking a self-motivated, organized, and clear communicator with great interpersonal skills, experience activating and managing volunteers, and heart for community engagement. The ideal candidate is energized working with people and passionate about the arts—specifically Kansas City’s contemporary artists.

SKILLS/QUALIFICATIONS:
• Excellent written and oral communications skills
• Ability to organize, manage multiple tasks, and meet deadlines
• Experience with volunteer management
• Skill interacting in a respectful and collaborative manner with people from a wide range of backgrounds, identities, ages, and experience
• Tabling and public speaking experience a plus
• There are no educational requirements for this position

KEY RESPONSIBILITIES & DUTIES:
• Work with Charlotte Street staff to identify volunteer needs and craft clear volunteer roles and special projects
• Recruit and manage volunteer support, including cultivating volunteer relationships, appropriately delegating responsibility, recognizing volunteer contributions to Charlotte Street, and working effectively with volunteers and staff
• Develop and implement a community strategy that aligns with Charlotte Street’s mission
• Organize outreach programs and information sessions
• Represent Charlotte Street at community events
• Advocate for Charlotte Street as a proactive external ambassador for the organization and its artists
• Execute scalable and impactful outreach efforts to build a steady pipeline of volunteer and community engagement opportunities, while documenting and monitoring progress
• Maintain volunteer management system
• Create and manage feedback surveys and reports
• Along with the Marketing Manager, assist the staffing of public events and programs
• Other duties as assigned by the Development + Marketing Director

ON EQUITY:
Charlotte Street values an equitable, diverse, and inclusive art community, which we interpret as all artists having fair access to the tools and resources they need to realize their artistic endeavors. We acknowledge structural inequities that have excluded individuals and communities from opportunity based on race, gender, disability, sexual orientation, class, age, and geography, and strive to counter those inequities in our work and in representation on our board, staff, and constituent groups.
TECHNOLOGY ENVIRONMENT
Charlotte Street utilizes Apple computers and Microsoft Office 365.

CLASSIFICATION & PAY:
Part-time hourly, Non-exempt
20 hours per week, preferred days: Friday, Saturday, and Tuesday morning
Eligible for paid vacation and sick leave
Pay starting at $17/hour

WORKING CONDITIONS:
Open space office environment. This position requires some evening and weekend work; hours are flexible in order to accommodate these situations. Charlotte Street has recently moved all of its internal operations, as well as our programming venues, to a brand new 20,000 sq ft facility at 3333 Wyoming in the Volker neighborhood of Kansas City, MO.

HOW TO APPLY:
Please send the following in an email to info@charlottestreet.org (preferably as one packaged PDF attachment with an email cover letter). The email subject line should read Community Engagement and Volunteer Coordinator
• Short statement of interest (can be in the body of the email, no separate cover letter required)
• CV/resume (should include contact information for 3 references who can speak to working directly with you professionally in different capacities, peers/managers/collaborators, etc.).

DEADLINE FOR APPLICATION:
Charlotte Street is seeking to fill this position in August 2023. Submission of applications by June 28th is encouraged, though the application will remain open until an appropriate candidate is hired. All candidates will be contacted and notified of status by email. Candidates who are most competitive will be invited to a phone interview (1) and subsequent in person interviews (2 maximum), and will be notified of their status as it is decided. Please do not call with questions about application status.

Organizational Background:
Charlotte Street centers Kansas City’s most forward-thinking visual artists, writers, and performers—acting as the primary incubator, provocateur, and connector for the region’s contemporary arts community, and its leading advocate on the national stage. Since 1997, Charlotte Street has distributed over $2 million in awards and grants to artists and their innovative projects, and has hosted countless exhibitions, performances, convenings and conversations connecting and challenging Kansas City’s contemporary art ecosystem. For more information about Charlotte Street, its awards, programs, and initiatives, visit www.charlottestreet.org.