



### **TWIGS Community Engagement Coordinator**

TWIGS, a free afterschool arts program in Baltimore, Md. provides training in Theatre (Acting or Stage Design & Production), Film & Visual Storytelling, Dance, Music (Vocal & Instrumental), Visual Arts, seeks to hire an optimistic, **Part-Time Community Engagement Coordinator. Must be fluent in Spanish.**

#### **Description**

Works with TWIGS Director to identify school and other youth based communities not represented in TWIGS. The Community Engagement Coordinator will build relationships with community associations, community center personnel, teachers, mentors, school social workers, etc. to deepen community outreach/in reach efforts for Baltimore City youth.

#### **Essential Functions**

- Assumes direct responsibility with identifying and pursuing relationships with youth based communities underrepresented in TWIGS
- Designs and implements strategic plans to connect, support and guide youth and families to performance and other art and cultural activities at The Baltimore School for the Arts.
- Maintains a comprehensive log of all prospective TWIGS students that include details in regards to first, second, third encounters with TWIGS and beyond
- Provides Spanish interpretation services to educate and support ESL families with TWIGS related opportunities and resources
- Translates, adapts, modifies all TWIGS written and digital materials, brochures, posters, and email correspondence as necessary
- Coordinates matinee performances for Baltimore City Public School students and/or residents
- Participates in in-service and staff development activities as required or assigned
- Seeks new meaningful community partnerships to strengthen TWIGS visibility and recruitment efforts through Parks & Rec, libraries, city wide events, etc.
- Builds a relationship with Creative Alliance to learn authentic ways to best support Spanish speaking families
- Complies with all federal, state and local laws and school board policies for best professional and appropriate practices
- Manages allotted time to accomplish quarterly goals
- Meets with TWIGS Director bi-weekly to discuss progress with priority schools and other youth based communities
- Must work on site Saturdays (bi-weekly) and some evenings. Off site community engagement may be scheduled on Saturdays (bi-weekly) and some evenings.

### **Desired Qualifications**

- Bachelor's Degree in education in Spanish or eligible for a conditional certification in Spanish, Spanish major or at least 30 credits in Spanish courses) or a native Spanish speaker)
- Degree may be from an accredited college or university unless a native Spanish speaker
- Knowledge of federal laws protecting the educational services for students who are other abled
- Excellent oral and written communication skills
- Must have background in youth and family development, community outreach
- Must have an understanding of Baltimore's socioeconomic climate as it pertains to the needs of Baltimore City's youth and families in underserved communities
- Demonstrated appreciation for arts and culture

### **Additional Details**

*Qualified candidates for the above position must submit the following:*

- Resume that clearly demonstrates the above minimum qualifications. Please be sure to include ALL experiences and education related to the position to which you are applying.
- Two (2) official transcripts showing conferred degree; two (2) official transcripts from all other colleges attended
- Three (3) professional references
- Pay commensurates with experience

Interested applicants should send resume and cover letter to the attention of TWIGS Director, Candace Dickens at [ceverette@bsfa.org](mailto:ceverette@bsfa.org)