

Community Outreach Specialist

Summary:

Twin Cities Catalyst Music (Catalyst) is seeking to hire a Community Outreach Specialist (COS) to plan, implement, and oversee outreach efforts on behalf of the organization. Catalyst is seeking someone who advocates passionately on behalf of: young people, the arts, education, community engagement, and social justice.

The COS will concentrate their outreach efforts on the communities surrounding Catalyst's two venue locations, The Garage in Burnsville and The Treasury in St. Paul, in order to best meet the needs of the young people living there. The COS will be essential in the organization's continued outreach efforts to seek out, establish, and maintain essential relationships that best serve the community.

The COS will perform their duties and responsibilities in accordance with the mission of Catalyst -- to provide equitable opportunities for young people to see, experience, and participate in the Twin Cities music community while making the world work for them. They will fight to abolish systemic issues within the music industry as they work to influence, educate, empower, uplift, lead, and promote the young people of our community.

Compensation:

FTE 0.65 at \$20/hr
\$24,960 annually

Responsibilities:

- Use grassroots methods to recruit for and lead two Youth Advisory Boards; Burnsville & St. Paul
- Implement and execute any initiatives, events, and programs facilitated by each Youth Advisory Board
- Help recruit for music education programs
- Attend community events, job fairs, and meetings
- Seek out, establish, and maintain essential community relationships and partnerships

Duties:

- Regular and timely attendance
- Attend virtual and in-person meetings
- Flexible schedule to work nights and weekends
- Respond to routine questions and requests
- Enthusiastic participation in annual fundraising efforts
- Professional demeanor as a leader, role model, advisor, and mentor in the community

Skills & Qualifications:

- High school diploma or equivalent
- 1-2 years experience in youth work
- Excellent verbal, written, and organizational skills
- Detailed knowledge of Google Docs
- Knows how to collect and utilize data
- Technologically proficient
- Social media savvy
- Detail oriented with the ability to prioritize tasks and communicate while managing projects
- Ability to work well in high stress situations
- Self-motivated independent thinker who leads by example

Additional info:

BIPOC, women, people with disabilities, and/or people identifying LGBTQIA are encouraged to apply. Ability to speak either Spanish, Hmong, and/or Somali is preferred but not required. Applicants will be expected to travel regularly between venue locations in Burnsville and St. Paul.

How to apply:

Send a resume, cover letter, and questions to Executive Director, Jack Kolb-Williams at employment@catalystmusic.org
or 612-470-0282