

Community and Family Engagement Coordinator
INTEMPO - Stamford, CT

Reports to: Executive Director

Job Type: Contract

Salary Range: Exempt

Passionate about community and youth education?

Want to make music education and cultures relevant, accessible, and inclusive?

Apply to become a candidate for the Community and Family Engagement Coordinator position at an award-winning Stamford-based organization!

Founded in 2011, INTEMPO is a Stamford, CT-based non-profit arts education and youth-development organization. INTEMPO aims to create a more inclusive community through the arts and youth-leadership.

Position Description:

Candidate will help position INTEMPO for continued and increased growth and scalability. They will assist in expanding the organization's partnerships, raising its visibility, and positioning it as a leader among music education and youth development groups serving underrepresented children of Fairfield County.

Our current community partners include Stamford Cradle to Career, Norwalk ACTS as well as educational partners at Stamford Public Schools and Norwalk Public Schools. The position will work closely with Executive Director and Programs Coordinator to ensure positive engagement of families, and raise INTEMPO's visibility in the local community as well as specific national partners.

This position reports to and collaborates with the Executive director. This position, on occasion, also may collaborate with other teams, such as the grantmaking team and the educational team to manage and implement strategies that mobilize people to give, advocate and volunteer.

Main responsibilities of the position include, but Are Not Limited To:

Serving as a liaison between our educational partners and our teaching staff

Representing the organization at community engagement calls/meetings

Coordinating family workshops and other community events

Collaborating with volunteers and internship partners

Assisting with creating family spotlights and narratives

Maintaining data of parent/partners evaluations

Required Qualifications

Preferably 2 years of work experience in the community engagement field, or college equivalent

Ability to manage and motivate teams, supervise interns and/or recruit volunteers

Experience with community partnerships and family engagement (especially in an immigrant/bilingual community setting)

Strong communication and writing/editing skills

Experience with data programs like SurveyMonkey, Google Surveys, mail merge, Excel, and/or others.

Ability to work remotely and independently (INTEMPO offices are temporarily closed because of the pandemic). Ability to travel to different sites as needed and as the State of Connecticut reopens.

Preferred Qualifications

Written and spoken Spanish

Understanding of or experience with the nonprofit sectors

Understanding of or experience with community and/or youth organizing

Relationships with other community organizations in/around Fairfield County

Compensation

The minimum compensation will be \$25-30/hour.

This is a contract position, anticipated to begin at 16 hours (equivalent to 2 full work days) per week for a six-month period. After six months, the continuation and scope for the position will be re-evaluated and adjusted according to the organization's need.

How to Apply

- A cover letter of introduction that addresses these questions:
 - Who are you and what are you passionate about?
 - How are you developing your educational equity lens?
 - What are your strongest communications and advocacy skills?
- A resume
- Two or three examples of your work

Please submit the following to info@intempo.org.

In the subject line please put "Community and Family Engagement Coordinator Application from [Your Name]."

The application period will close on September 4, 2020 at 9am.

INTEMPO is an equal opportunity employer.