



Community Engagement Manager – Coyote North

Reports to: Program + Engagement Manager

32 hrs/wk ; Exempt

Salary: \$36,608; **Benefits:** 15% of salary

Time off: Includes 14 days paid annual leave plus 8 national holidays

Coyote sparks creativity in young people, putting tools in their hands to build skills and forge their future. Over 1,700 young people ages 10 to 16 come to Coyote Central year-round for 20-hour hands-on workshops with professional artists, chefs, furniture makers, fashion designers, metal artists, animators, dancers, filmmakers, and many other creative people.

Our Central District is bursting at the seams, so we are working to add an additional site as Coyote North. This campus will be located on Lake City Way at 30th Ave. NE and will expand opportunities to support kids from all different races, economic backgrounds, cultures, and neighborhoods coming together for pay-what-works-for-you programs during out-of-school time. Coyote North will give north-end families not only access to professional artists and equipment as well as the same supportive relationships and public art opportunities that young people in Central Seattle have had at Coyote for the past 30 years.

Coyote culture is grounded in equity, ingenuity, collaboration, and fun. Any new member of the team will be welcomed warmly but also challenged to perform at a high level. Every member of the staff has an equal voice in collaborative decision making, and every member shares an investment in and commitment to the organization and its mission. We serve a lot of kids with a very small staff because each of us is both efficient and committed to Coyote and its community.

Community Engagement Manager Job Description

The Community Engagement Manager is responsible for building and nurturing relationships with students, families, and community organizations in the North End through an equity lens. They will take the lead role in outreach and recruiting, ensuring classes at Coyote North are filled to capacity with particular focus on hard-to-reach families. In addition, they will coordinate the space for weekend programming. The Community Engagement Manager will be the 'it' person for creating and upholding Coyote culture in Lake City. Through listening to the needs of the community and potential partners, they will create and facilitate events that activate our space for community use.

We are looking for someone who:

- is self-motivated and boundlessly energetic
- has a mighty work ethic with excellent follow through
- has a hunger for creativity and innovative problem-solving
- is an excellent communicator
- is highly organized and detail oriented
- exudes a strong sense of team mentality
- has a dynamic and warm personal vibe
- can relate to and is pumped about working with middle schoolers
- is personally committed to equity and inclusion



We are looking for someone with experience in:

- grassroots organizing and recruiting in diverse communities
- managing calendars and scheduling to track multiple tasks and roles at a time
- communicating in a wide variety of modalities and settings
- working with young people, especially teaching or mentoring in a classroom setting
- behavior management through restorative justice
- event coordination

This person will be responsible for:

- leading in school classroom recruitment and tabling at school and community events
- filling Coyote North Studio Coyote classes and assisting with registration for hard-to-reach families
- following up with families to ensure students have good attendance
- getting to know our family and student population deeply
- supporting weekend programming as the site host and managing weekend interns
- working with the Operations Manager to pull relevant data to track progress
- communicating with the Program + Engagement Manager about engagement initiatives, goals, and events
- understanding and clearly representing the Coyote mission, vision, values, and scope of programming
- understanding Coyote's history of recruiting, including current and past partners
- creating, recruiting for, and managing Coyote North events targeted at engaging the community
- leveraging Coyote North's resources and spaces for partner organizations and community events

Coyote Central is an equal opportunity employer that is committed to organizational, personal, and systemic growth in equity. Coyote continues to build a teaching artist roster, staff and board that reflect the diversity and intersectionality of the students we serve. People of color, multilingual, LGBTQ and non-binary folks are strongly encouraged to apply.

TO APPLY: Jump over to our [Application](#) page to upload your **resume** and a **cover letter** describing what attracted you to this position and your relevant work experience- why Coyote, why now?

In the spirit of creativity, you'll also be asked to answer a few questions to help us get to know you better. **Please express candidly, be yourself, and have some fun.**

Questions? Get in touch with our Program + Engagement Manager: bryn@coyotecentral.org

Application Deadline: April 26, 2019