

Arts and Civic Education Coordinator

Reports to: Economic Development Director

Job Type: Full-time XXXX – December 31st, 2020

Position Summary:

The Arts and Civic Education Coordinator will be responsible for day-to-day activities of Creative Fusion: The Art of Democracy in the Clark-Fulton/La Villa Hispana neighborhood. Duties include, but are not limited to: assisting international and local artists with planning and logistics for public art projects and performances curated during the program year; assisting the Creative Fusion Collaborative with projects and events related to local and visiting artist activities; consulting with artists and the Creative Fusion Collaborative about possible connections to Cleveland groups and/or individuals with whom the artists would benefit from meeting; handling social media, press releases, and other interpretive materials on the Cohort's activities; coordinating partnership on nonpartisan voter education, registration, civic participation, civic education initiatives, and census-related activities.

About Creative Fusion:

Launched in 2008 by the Cleveland Foundation, Creative Fusion is a twice-yearly international artist residency program that has brought more than 90 artists from around the world to Cleveland. Recently, the program has strengthened collaboration between local Cleveland artists and the visiting artists-in-residence by focusing each Creative Fusion cohort along a single theme. Recent cohorts have included Creative Fusion: Composer Edition, The Madison Residencies as part for FRONT International: Cleveland Triennial for Contemporary Art, Creative Fusion: Cuba Edition, and Creative Fusion: Street Art Edition, and Creative Fusion: Data Edition.

Principal Responsibilities

- Coordinate logistics of visiting artists, assisting them with daily issues related to transportation, communication, securing materials and locations as well as other needs
- Assist in planning and overseeing Metro West CDO events and public talks
- Participate in Creative Fusion Collaborative meetings. Take and distribute minutes among members.
- Serve as the main point person regarding census-related activities, including representing Metro West CDO and Creative Fusion Creative Fusion Collaborative at the City and County Complete Count Committee, and attending other census coalition meetings.
- Lead Metro West CDO's voter-focused outreach and education. This includes developing materials, encouraging community participation in elections and in issue advocacy, and executing and improving voter registration efforts.
- Provide support for the planning and execution of voter education, census related, and Creative Fusion events, such as voter engagement trainings, public art events, and census information sessions. This includes coordinating with other organizations and government officials and overseeing the logistical details for events.
- Working closely with other staff to integrate civic engagement into Metro West CDO's work in advocacy, community organizing, youth empowerment and social services.
- All other duties as assigned.

Required Qualifications

- Ability to problem-solve and think creatively.



- Excellent oral and written communication skills and aptitude to engage with public and private officials
- Proficiency in spreadsheet analysis and word processing (i.e., Microsoft Excel and Microsoft Word)
- Demonstrable leadership, team building, and negotiation skills
- Availability to work flexible schedule including evenings and weekends with potential local and out-of-town travel required
- Capacity to work with individuals of all backgrounds (i.e., race, ethnicity, socioeconomic status, gender, sexual orientation, religion, disability, etc.)
- Self-motivated and driven to work toward objectives with minimal supervision
- Driver's license, insurance, and automobile in good condition

Preferred Qualification

- Bachelor's degree in art- or community development-related field or equivalent experience at an art or community development organization.
- Bilingual (English and Spanish) preferred but not required
- Nonprofit marketing experience
- Prior experience at a non-profit organization preferred.

Physical Demands

- Effective operation of a computer and keyboard
- Ability to operate a motor vehicle or equipment
- May require reaching, standing, walking, grasping, and the ability to lift or move objects up to 20 pounds

Working Conditions

- Availability for extended hours during peak periods and attendance at evening and weekend meetings
- Exposure to indoor and outdoor environmental conditions
- Office located in a smoke-free facility

Equal Opportunity

Metro West Community Development Organization is an Equal Opportunity Employer.

Compensation

- Annual salary of \$38,000 to \$42,000 commensurate with experience and qualifications
- Paid time off accrued at the rate of one day per month during the first year of employment, then 12 days beginning the second year of employment
- Holiday pay including Martin Luther King Jr. Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and the Friday after Thanksgiving, and Christmas Day plus the days between Christmas and New Year's Day
- Competitive health insurance offered with employer contribution
- Long term disability benefits

Applications will be accepted until the position is filled.

Please submit resume and cover letter via email to Kristyn Zollos, Director of ED & Marketing, at kzollos@metrowestcle.org

No phone calls, please.