



Community Engagement Coordinator (Bilingual)

Description

Rhode Island Latino Arts (RILA) seeks an organized, creative, and community-minded Community Engagement Coordinator to help lead the day-to-day implementation of a 2-year grant funded project entitled *Crossing Borders, Creating Bridges: Stories of Our Neighborhoods*, a youth oral history and neighborhood exploration initiative.

Working under the mentorship of RILA's Executive Director, the Community Engagement Coordinator will build and maintain relationships with schools and community organizations, coordinate project activities across participating Rhode Island communities, support youth programming, and help document RILA's oral history, story-sharing, and neighborhood mapping methods.

While the position will initially focus heavily on *Crossing Borders, Creating Bridges*, the Community Engagement Coordinator will also support RILA's broader community programs and partnerships as time allows. The position is intended to grow beyond the initial grant period as RILA continues to secure funding for community engagement and educational programming.

The schedule for this position can be flexible and success in this role depends upon building trusted relationships through regular engagement with schools, families, artists, community organizations, and neighborhood leaders.

Responsibilities

- Lead day-to-day coordination of *Crossing Borders, Creating Bridges*.
- Build and maintain relationships with participating schools, community organizations, families, artists, and facilitators.
- Conduct outreach and schedule meetings with partners in participating communities.
- Develop and maintain project calendars, schedules, and communications.
- Coordinate transportation, community visits, workshops, and special activities.
- Recruit and support community facilitators, teaching artists, and volunteers.
- Assist with youth workshops, neighborhood exploration, oral history activities, and creative projects.
- Work closely with RILA's Executive Director to learn and help implement RILA's oral history and community engagement methods.
- Maintain project records, participation data, evaluation materials, and documentation.
- Assist with the development of the *Crossing Borders, Creating Bridges* Toolkit.
- Support RILA community programs and outreach activities beyond the grant project as time allows.
- Work with the Executive Director to identify funding opportunities and partnerships that can help sustain the position and related programming beyond the initial grant period.
- Represent *Rhode Island Latino Arts* at meetings, community events, and public programs.

Qualifications

- Fluency in English and Spanish, spoken and written, is required to communicate effectively with participating youth, families, schools, and community partners.
- Demonstrated familiarity with Rhode Island's Latino communities, neighborhoods, schools, and community organizations.
- Experience working with community-based, educational, cultural, arts, or youth programs.
- Strong interpersonal and communication skills and an ability to develop trusted relationships with people of different ages and backgrounds.
- Excellent organizational skills and ability to coordinate multiple activities and schedules.
- Ability to work independently, take initiative, and make appropriate day-to-day decisions while working collaboratively with RILA staff and partners.
- Comfortable working with elementary-aged youth, families, educators, artists, and community leaders.
- Reliable personal transportation and ability to travel regularly throughout Rhode Island.
- Availability for occasional evenings and weekends based on project and community schedules.

Experience with arts education, neighborhood-based programming, or community engagement is welcome but not required. Training and mentorship in RILA's oral history and community-based methods will be provided.

Work Environment & Schedule

This is an in-person, community-based position. The Coordinator will spend significant time visiting schools, meeting community partners, attending neighborhood activities, supporting programs, and working from RILA's office/cultural space.

The position offers a flexible schedule to accommodate school programs, community meetings, occasional evenings, and weekend activities. Flexibility refers to scheduling around the needs of the work and participating communities rather than a primarily remote work arrangement.

Compensation & Benefits

Starting pay: \$25 per hour, approximately 20–25 hours per week. The position is budgeted for approximately 1,200 paid hours over twelve months, with hours varying according to project activities and community schedules. This represents approximately \$30,000 in annual wages.

RILA provides paid vacation, sick time, and holidays based on the employee's regular schedule. Other benefits may be offered based on organizational capacity and available funding.

The initial appointment is for twelve months, with continuation dependent upon project needs, satisfactory performance, and available funding. RILA intends to sustain and grow the position beyond the initial appointment and expects the Community Engagement Coordinator to work with the Executive Director in identifying future funding and partnership opportunities.