



Community Center for the Performing Arts

Community Voices Coordinator

As CCPA continues to further our mission of being an inclusive, engaging, and vital community center with diverse offerings we are seeking an individual with deep connections to Eugene and surrounding communities.

We are seeking an individual who will engage in community outreach activities in coordination with the Executive Director to identify new and varied opportunities to enhance the WOW Hall's role as a central gathering and educational place.

This new position develops and promotes cultural programming, and community engagement, and will co-create new activities with staff, volunteers and board members to further enliven what the WOW Hall brings to the community.

Responsibilities include:

Community Engagement and Partnership Building

- Meet with the leadership of diverse community groups to strengthen our ties with them and determine appropriate programming and engagement for their community base.
- Serve as an ambassador for the WOW Hall and assist in building a positive brand in the community

Research and development for potential new offerings

- Research, collect and assimilate ideas and models for improvement of current offerings that align with CCPA's mission
- Collaborate with staff members to ensure effective planning of new offerings (Development Officer, Finance Officer, Volunteer Coordinator, Booking Manager)
- Review and help prepare grant materials in support of new offerings including grant application narratives and grant reports as requested by CCPA's Development Officer.

Implement and coordinate new community-based offerings and events

- Implement evaluation methodologies in conjunction with the Development Officer, to assess the quality and impact of education programming.
- Generate and ensure timely and effective internal and external communications. Maintain accurate budget information, reports, and data related to education, outreach, and community engagement initiatives.



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Expectations

- All employees are required to attend weekly staff meetings via Zoom and maintain ongoing communication with other staff members and the Executive Director.
- Co-create a positive work environment and default to good intentions and helpfulness
- Ask for help and make requests of others when needed
- Live up to commitments and show up!
- Have fun!

Work Schedule

Approximately 20 hours a week during the day with flexibility depending on the community or cultural activities that are scheduled and outreach efforts to advance CCPA's community engagement work.

Benefits

\$20.00 per hour
Bus pass
Comp shows
Paid holidays
Earned Paid Time-off
And an upbeat and kind environment!

Please send your resume and tell us why you would be a great fit for this job.

applications@wowhall.org

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. **We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferrable skills from a variety of sources and experiences.** If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.