

Education and Community Engagement Coordinator — City of Asylum Pittsburgh

Reporting to the Director of Programs, the Education and Community Engagement Coordinator is a key member of the programming team and works to connect City of Asylum's mission, artists, and public programs to youth and families, inside classrooms, and in community settings across Pittsburgh. This role is charged with planning, implementing, administering, and evaluating all of City of Asylum's new education and community outreach programs.

This is a new role responsible for taking over leadership of a small number of education and community outreach initiatives, and developing new ones. The ideal candidate has strong classroom knowledge and curriculum planning skills, is organized, comfortable as a self-starter, flexible, and is an excellent team player.

Primary Responsibilities

- Coordinate ongoing partnerships with Pittsburgh public and independent schools that bring exiled writers into classrooms.
- Develop curriculum and activities that connect students with City of Asylum's mission for classroom visits.
- Develop new partnerships with educators and administrators to expand in-class opportunities across schools and grade levels.
- Identify gaps in community outreach programming and creates new projects and opportunities that support strategic goals as needed.
- Monitor program impact, content, and delivery to ensure offerings serve the needs of the community, individuals, and partners. Suggests improvements for education and community outreach programs.
- Lead tours of City of Asylum's public art, called [House Publications](#), for school groups and other visitors.
- Create a small number of programs to activate public spaces in our neighborhood.
- Work with the Residency Manager to book writers in residence for speaking opportunities at local schools and universities. Work with the writers-in-residence to develop workshops and curriculum as needed for classroom visits.
- Manage the [Youth Poet Laureate](#) project.
- Conceive and launch a series of public literary programs for youth and their families in the Northside.
- Manage partnership with international education partners—including ARYSE, Hello Neighbor, JFCS, LIGHT, etc—to develop opportunities for site visits.
- As a crucial member of the program team this role will be required to act as on-site front of house manager for 1-2 public programs per week.
- Contribute to regular program planning meetings and the growing & evolving calendar of City of Asylum curated programs, especially those with a youth an education focus.

Preferred Qualifications:

- Three years of classroom or related experience
- One year of event coordination / producing or equivalent experience
- Proven ability to manage competing priorities and multitask in a high-volume environment
- Ability to work collaboratively and effectively with colleagues and people with diverse backgrounds
- Excellent communication and interpersonal skills
- Interest in the arts, human rights, and/or international issues

Requirements

Successfully meeting the physical demands listed below are also essential functions of this job.

- Night, weekend, and daylight work will be required
- Full COVID-19 vaccination by the start of employment
- Commitment to the values of Equity, Diversity, and Inclusion and the ability to manage with these values centered.

Compensation:

- This is a full-time (40 hours per week), hourly position. Hours are primarily 10-6 with flexibility to incorporate evening work based on programming schedule.
- \$16-\$17/hour + benefits

How to apply:

Please send a cover letter and resume to jobs@cityofasylum.org with "Education & Community Engagement Coordinator" in the subject line. Resume review will begin on August 8 and applications will be reviewed until the position is filled.

Start Date: ASAP.

Equal Opportunity:

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law.

City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minor group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at info@cityofasylum.org or call 412-435-1110.