

## **Community Engagement Assistant (Part-Time)**

Reports To: Director of Education

Hours: Approximately 15-20 hours per week (flexible, including evenings and weekends)

### **Position Summary**

The Community Engagement Assistant supports the Leonardo da Vinci Museum of North America's efforts to build meaningful relationships with schools, community organizations, businesses, and families. Working under the direction of the Director of Education, this position assists with outreach, partnership development, event coordination, and community engagement activities that increase awareness of the museum and expand access to hands-on STEAM learning experiences. The Community Engagement Assistant serves as a welcoming ambassador for the museum, helping connect people with programs that inspire curiosity, creativity, and innovation.

### **Essential Responsibilities**

#### *Community Outreach*

- Assist with developing and maintaining relationships with local schools, school districts, homeschool organizations, libraries, nonprofits, youth organizations, businesses, and community partners.
- Represent the museum at community events, educational fairs, networking meetings, and public outreach opportunities.
- Help identify new partnerships that support the museum's educational mission.
- Deliver promotional materials and information throughout the community.

#### *Program Promotion*

- Promote museum field trips, camps, workshops, outreach programs, family events, memberships, and special activities.
- Help increase awareness of scholarship opportunities and programs designed to improve access to STEAM education.
- Assist with marketing efforts by sharing information with community partners and organizations.
- Encourage participation in museum programs through relationship-building and community outreach.

#### *Event Support*

- Assist with planning, organizing, and staffing museum events, outreach activities, and special programs.
- Help coordinate the museum's participation in community festivals, school events, and partner activities.

- Recruit and assist volunteers for community events when appropriate.
- Provide excellent customer service while representing the museum.

#### *Partnership Support*

- Maintain positive communication with educators, nonprofit organizations, civic groups, businesses, and community leaders.
- Assist with scheduling meetings, following up with partners, and maintaining outreach records.
- Help identify sponsorship, volunteer, and collaborative partnership opportunities.
- Support grant-funded outreach initiatives through documentation and participation.

#### *Administrative Support*

- Track participation numbers and community engagement activities.
- Support the Director of Education with special projects and community engagement initiatives as assigned.

#### **Qualifications**

- Excellent interpersonal and communication skills.
- Strong organizational and time management skills.
- Comfortable speaking with individuals and small groups in community settings.
- Ability to work independently while collaborating with museum staff.
- Passion for education, STEAM, museums, and community engagement.
- Proficiency with Microsoft Office and Google Workspace; experience with Canva and social media is a plus.
- Reliable transportation for local travel.
- Spanish language proficiency is highly desired.

#### **The ideal candidate is:**

- Friendly, outgoing, and approachable.
- Passionate about education and lifelong learning.
- Comfortable meeting new people and building relationships.
- Organized, dependable, and self-motivated.
- A strong communicator who enjoys representing the museum in the community.
- Flexible, collaborative, and eager to learn.
- Committed to making STEAM education accessible and welcoming for learners of all backgrounds.