



Spokane Arts Community Navigator

Part time, independent contractor position

\$25/hour. *Average of 25 hours per week; 280 hour maximum during contract period.*

Spokane Arts envisions a region enlivened by arts, culture and creativity, and a regional arts ecosystem that is vibrant and equitable. We serve the Spokane region through grantmaking, arts programming, professional development, and advocacy. We foster creativity by providing direct support to individuals, groups, organizations and businesses in the creative sector, and promote arts and culture to the wider community.

We're seeking a part-time Community Navigator who wants to build community through culture, support artists, grow the creative economy, and have fun doing it. **The Community Navigator will conduct citywide community engagement to provide education, awareness, tools and resources for a City of Spokane-funded arts/culture grant opportunity in 2023.** This new, one-time grant funding will spur economic development in the creative sector by investing a small portion of the City of Spokane's distribution of federal American Rescue Plan (ARP) funding into arts & culture nonprofits, performing arts venues, creative businesses, and individual artists. The Community Navigator will create awareness of the funding opportunity, educate community members about basic eligibility criteria, then refer them to Grants Administrator for application support. The Community Navigator position is a limited contract between February 21, 2023 to May 12, 2023 (roughly 11 weeks.)

Please note: funding for this position is scheduled to be formally voted on by the City of Spokane on February 20, 2023. Until that point, we cannot officially extend a contract for this scope of work. If the source of funding is approved on 2/20, we'll need to launch community engagement efforts ASAP. Therefore, we are conducting a search for the right candidate in anticipation of the 2/20 vote, so that if approved, we can sign a contract with the right candidate immediately. Further questions? Contact melissa@spokanearts.org

The Community Navigator is a collaborative, self-motivated leader with the interpersonal skills and emotional intelligence to meet people where they are at, especially individuals or groups who may be intimidated by the idea of applying for grant funding. The right candidate will be passionate about connecting historically underserved communities with funding opportunities and resources. The Community Navigator works closely with the Grants Administrator and the Executive Director. Responsibilities include:

- **Lead community presentations and info sessions across the city**, both in-person and virtual.
- **Schedule community engagement dates/times/venues** in partnership with the various communities being served. Those may include groups or organizations like:
 - Community centers, cultural hubs, churches, and other spaces where large groups can gather
 - Neighborhood councils, business districts or business membership organizations
 - Artist collectives, cooperatives, studios (any place where individual creatives might gather)
 - Advocacy organizations who represent specific groups of traditionally underserved communities
- **Coordinate with Spokane Arts staff re: marketing & promoting each community outreach event/program/etc.** The Community Navigator will not be expected to create the outreach materials but may be asked to help edit/adapt materials to each unique audience. Community Navigator may also be asked to collaborate on/participate in creating social media video content, social media posts, or other strategies to spread the word as widely as possible.

- **Communicate with Spokane Arts staff** re: all upcoming Community Engagement events to ensure they are posted to Spokane Arts' communication channels, including website, newsletter, and social media
- **Connect applicants with specific questions to the Grants Administrator** and help ensure those applicants make contact with grants administrator via their preferred communication method
- **Surveys:** encourage attendees at info sessions/public presentations to fill out a survey re: their understanding of the funding opportunity, process to apply, and next steps.
- **Reporting:** Ensuring that all community engagement efforts are tracked and recorded, for the purposes of reporting back to the City of Spokane and the federal government. This will likely include the dates/times/venues for each in-person or virtual event; the sign-in sheets for attendees at each educational outreach event; a list of all the organizations/groups/businesses contacted directly about the funding opportunity and when; completed surveys from attendees at each virtual or in-person event; etc. A specific list of deliverables can be negotiated with Spokane Arts.
- **Relationship building with artists/cultural organizations:** The Community Navigator serves as an ambassador to artists and the community: answering questions, making introductions, connecting with resources, providing encouragement, and much more.

Qualified Applicants will have some or all of the following:

- Experience with public speaking and/or public presentations to audiences of diverse backgrounds (including race, ethnicity, age, gender, education, ability, socioeconomic status, etc.)
- Knowledge of the local cultural scene and general awareness of issues facing creatives.
- Strong written and verbal communication skills
- A positive, customer-service mentality; enthusiasm for working with a variety of constituents
- Knowledge/skills to coordinate events both online and in-person, including booking venues, arranging technology, using multiple virtual platforms, etc.
- Knowledge/awareness to consider audience accessibility needs and plan events/programs accordingly
- Bilingual or multilingual skills
- Strong organizational skills and ability to prioritize, multi-task, and meet critical deadlines.

Work Environment:

This position will be expected to conduct public meetings (in-person and virtually) across the city of Spokane, which has 29 distinct neighborhoods. Due to the nature of community outreach and education work, the community meeting locations and their characteristics will vary widely. Meeting times will also vary; some meetings will be held during weekdays while others will likely be held on evenings or weekends to best serve the community. The ideal candidate will be able to adapt and flex to each unique location, time, and the needs of communities being served. In addition, an ideal candidate will feel confident navigating across the City of Spokane to varied geographic locations, including venues they may not have personally visited before, and will be able to successfully plan reliable transportation to ensure outreach events begin on time/promptly.

TO APPLY

Please send a cover letter, resume and contact information for three references to melissa@spokanearts.org by February 10 at the latest. (By “cover letter” we simply mean an email or attachment describing your interest in this specific role and your qualifications.) Please make the email subject line “Community Navigator position.”