Outreach Coordinator

**Title:** Outreach Coordinator  
**Reports To:** Executive Director  
**Hours:** Part time/ 25 hours per week  
**Benefits:** vacation and sick time, retirement benefits after one year, 5 paid holidays  
**Location:** Bemidji, in-person, including travel in north central Minnesota

**Description:**  
Outgoing, organized, self-starting, collaborative, approachable, and adaptive describe the ideal person to fill this position. The Region 2 Arts Council (R2AC) Outreach Coordinator must value building relationships through the arts. They will support R2AC efforts to elevate the arts by creating and implementing virtual and in-person strategies for expanding the network of artists and arts organizers across our region; including conducting information sessions on our grants, programs, and services. The Outreach Coordinator must have experience working with Native members of the R2AC service area, including working with individuals who reside in any county on the Red Lake, White Earth, and Leech Lake Reservations. The Outreach Coordinator will support the advancement of equity, inclusivity, and diversity in all Region 2 Arts Council activity; use social media tools to encourage, uplift, and promote artists and the arts; and support the Region 2 Arts Council executive director and grants manager with administrative tasks.

R2AC welcomes applicants to apply for this position regardless of their race, color, religion, creed, sex, sexual orientation, gender identity, age, marital status, national origin, status as a documented alien, or status as a qualified individual with a disability or protected veteran. All are encouraged to apply.

The Region 2 Arts Council (R2AC) mission is to strengthen the presence of the arts by supporting opportunities for arts creation, promotion, and education for the people of Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomen Counties.

**Qualifications or Requirements:**
- Personal experience with and strong interest in the arts
- Strong familiarity and documented experience working with Native members of our communities
- Outgoing, organized, self-starting, collaborative, approachable, and adaptive
- Excellent communication skills including listening, speaking, and writing
- Proficiency with social media marketing software and social media platform use
- Ability to take a leading role in new website launch and upkeep
- Competency with computers and word processing
- Facility with Word, Excel, Adobe, PowerPoint
- A capacity for self-management while coordinating tasks with colleagues
- Desire to support artists and arts organizers that represent all ages, abilities, artistic disciplines, and cultural backgrounds
• Bachelor’s degree or equivalent work experience in a related field

**Primary Duties and Responsibilities:**

• Facilitate networking gatherings, information sessions, and grant writing workshops for artists and arts organizers in the communities we serve
• Staff R2AC info tables at events across our region
• Support Grants Manager in assisting applicants in applying for grants online
• Support Grants Manager in community panel grant review-related tasks
• Develop and distribute written communication including e-newsletters, public service announcements, web site posts, and flyers
• Utilize social networking tools to increase R2AC visibility, strengthen relationships, and generate involvement in regional arts programming
• Maintain regional online arts calendar
• Contribute to the planning and preparation for monthly Board of Directors’ meetings and Anishinaabe Arts Initiative Council meetings
• Attend monthly board meetings and bi-annual Anishinaabe Arts Initiative meetings; and serve on committees as needed
• Support an office atmosphere of professionalism, equity, and inclusion
• Complete other duties as assigned

These duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.