



Job Title: Community Engagement Manager

Job Purpose: Enhance the impact of Calpulli Community and other community-based programs for the benefit of students in line with the mission of Calpulli Mexican Dance Company, Inc.

Reports to: Director of Arts in Education & General Manager

Oversees: Program Coordinator

ORGANIZATIONAL MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

POSITION SUMMARY

The Community Engagement Manager is a pivotal role that provides operational oversight and ensures the effective delivery of Calpulli Mexican Dance Company's community-based programs including [Calpulli Community](#) and its donation-based classes in dance and music. The role contributes to the success and sustainability of community programs, leads communications, and is the primary contact for community classes and events. The role ensures students and families of all backgrounds feel welcomed, are able to navigate processes to access classes and other programming, and are effectively onboarded. The role also ensures data management, customer service, and financial tracking on site at community program locations.

On site, the role provides and gathers information from stakeholders including host venues, parents, and students. It also oversees the role of Program Coordinator to ensure their efforts are maximized. Offsite, the Community Engagement Manager works closely with the Director of Arts-in-Education to formulate and execute plans that enhance the quality, reach, and impact of Calpulli's community programming including but not limited to consistent communications, managing community events, and fundraising efforts leveraging community-based resources. The role engages with the General Manager to connect to organizational-level operations to find efficiencies and manage capacity.

The role will pilot the creation of benchmarks and metrics to measure and capture the impact of Calpulli's community initiatives. This core responsibility is tied to the organization's [strategic plan](#). At the present time, the role is a combination of hourly work on weekends at program sites in Queens, Manhattan, and, seasonally, in New Rochelle and Staten Island. The other portion of the time is remote work for planning, meetings, outreach and communications, and management.

Duties, Values and Responsibilities:

Program Oversight & Development

- Serve as the point of contact for Calpulli Community and all inquiries related to registration, donations, scheduling, and data gathering



- Serve as the point of contact for Calpulli Danza Juvenil, a pre-professional dance program for young artists that serves as a stepping stone from Calpulli Community classes into more rigorous training and performance opportunities
- Coordinate communication across all Calpulli Community sites
- Provide leadership, training, and guidance to the Program Coordinator(s)
- Oversee the execution and enhancement of Calpulli Community programs, ensuring they meet accessibility and engagement objectives
- Provide all students and families a warm welcome to classes and foster a positive and collaborative work environment among community program staff.
- Communicate with and is the intermediary between the Director of Arts-in-Education, General Manager, Executive Director, Teaching Artists, Students, and Families
- Ensure program and event information reaches students and patrons for events, classes, etc. across all platforms including word of mouth and in person announcements.
- Proactively and urgently communicate any issues related to student safety and the safety of any others in the class to the Director of Arts-in-Education and Executive Director
- Establish processes for last minute or emergency changes or cancellations of community programming ensuring comprehensive contacting of all stakeholders

Information and Patron Management

- Enter and manage information in data management systems and tools employed for community program management and outreach
- Assist students and families with online registration including account set up and liability releases
- Assist with credit card payments and assure receipts for all transactions and donations are completed and that private information is protected
- Gather and analyze data from existing accounts and propose/ execute new surveys for families, students, and other stakeholders with Calpulli Community
- Update and maintain public-facing information on website and other sources about community programming

Fundraising & Outreach

- Manage community-based fundraising events and outreach
- Serve as an ad hoc member of the Development Committee with Calpulli Mexican Dance Company reporting on fundraising elements related to community programming
- Support grant writing, donor outreach, and fundraising efforts to sustain and grow community programs

QUALIFICATIONS

1. Bachelor's degree in Arts Administration, Education, Community Engagement, related field (ideal but not required)
2. 3-5 years of experience in community program management, nonprofit administration, or a related role
3. Excellent interpersonal and communication skills speaking in person and in writing
4. Bilingual – English and Spanish – is required
5. Experience in staff supervision, leadership, and program expansion.
6. Understanding of immigrant communities and challenges/ opportunities to impact via the arts



7. Understanding of fundraising concepts and experience executing them
8. Customer service experience
9. Ability to prioritize and triage competing requests and needs
10. Experience with online tools and software including Amilia, Canva, and surveying and data analysis tools including artificial intelligence ideal but not required and/ or training will be provided

REQUIREMENTS

1. Passion for Calpulli Mexican Dance Company's mission and the role of community in our work
2. Able to accommodate a combination of on-site (Queens, Manhattan, and seasonally New Rochelle and Staten Island) and remote work.
3. Weekend availability for program oversight and onsite work
4. Flexibility to attend meetings, community events, and fundraising activities as needed

COMPENSATION

\$25/ hour for 20 hours per week

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to General Manager, Lisa Javelas at lisa@calpullidance.org with the subject line "**Community Engagement Manager.**" Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs, and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination, and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

Updated: April 2026