



**CIVIC LEADERSHIP ACADEMY (24Q293)  
COMMUNITY ASSISTANT**

**POSITION SUMMARY:** Civic Leadership Academy seeks a Community Assistant willing to work toward developing relationships and maintaining partnerships between the school and community-based organizations to increase student engagement within the community.

We seek an individual who is committed to community collaboration who will assist the school in identifying opportunities for our students to engage positively with the community-at-large. The Community Assistant will assist the Youth Development Coordinator and Parent Coordinator to support the school in its efforts to increase opportunities for student engagement in the community and maintain communication between the school and its community partners, including the facilitation of the after-school OST program, and identifying local service learning opportunities.

**REPORTS TO:** School Principal

**KEY RELATIONSHIPS:** Act as program liaison with appropriate school staff to support student activities in the community and Advisory-related activities, e.g., internships, town hall meetings, team building and programming.

**RESPONSIBILITIES:**

- Plans, implements, coordinates, monitors and/or evaluates programs providing important student community services.
- Provides technical assistance for program implementation and management.
- Prepares evaluation reports, designs online surveys, performs analyses and reviews program plans, funding and performance.
- Makes recommendations on policies and procedures.
- Plans community service projects with students and assists in the implementation of the projects.
- Works with community-based organizations to bring programs to the school that support the social and emotional development of students.
- Supports the Parent Coordinator in eliciting parent involvement in community programs.
- Supports school personnel using assets-based youth development strategies.
- Participates in the planning and coordination of student clubs and extracurricular activities.

**QUALIFICATIONS:**

- High school or college graduation preferred.
- Experience in community work or community centered activities in an area related to duties described above.
- Ability to develop and/or implement action projects.
- Ability to relate well to students and engage their interests.
- Demonstrated program management skills.
- Strong interpersonal skills with the ability to work closely with individuals and cooperatively in a team environment.
- Excellent communication skills; must be able to write analytically, critically, and persuasively.
- Expertise in Microsoft Office Suite, particularly EXCEL to conduct and present data analyses.

**SALARY:** \$27,351+

**Application:** Please send cover letter and resume, no later than **November 30, 2009**, to:

Phuong Nguyen, Principal  
Civic Leadership Academy  
45-10 94<sup>th</sup> Street, 4<sup>th</sup> Floor  
Elmhurst, NY 11373

Phone: (718) 271- 1487 | Fax: (718) 271- 3408 | Email: [pnguyen@schools.nyc.gov](mailto:pnguyen@schools.nyc.gov)

**NOTE: The filling of all positions is subject to budget availability.**

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