



NON-MANAGERIAL POSTING
URBAN ASSEMBLY SCHOOL FOR WILDLIFE CONSERVATION (12X372)
COMMUNITY ASSISTANT

Position Summary: Under general direction, with latitude for independent initiative and judgment, performs work in supporting Parent Coordinator in family support and outreach, as well as aid the Community Coordinator in supporting the many partnerships UASWC has cultivated with various organizations such as the Wildlife Conservation Society and Fordham University. While primary responsibility will focus on the development and maintenance of community partnerships, other responsibilities will include daily operation of main and support administrative offices, assisting the Community Coordinator around program planning, and managing/expanding the relationship with community-based organizations.

Reports to: Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, and administration, faculty, and community partners.

RESPONSIBILITIES

- Provides assistance to the Community Coordinator, in outreach efforts to primary partners, including but not limited to:
 - The Wildlife Conservation Society/Bronx Zoo;
 - Fordham University;
 - Junior Achievement; and
 - Urban Farming.
- Acts as the first point of contact for all visitors to the UASWC office, including parents and community groups.
- Proofreads documents from the Community Coordinator for submission to CBOs; drafts and creates documents around increasing community partners for FY '10.
- Strategizes with the Parent Coordinator around program planning and execution for parent involvement/CBO showcases.
- Prepares correspondence, documents, and other forms of written communication for internal and external purposes.
- Provides in-house presentations to core school staff to best maintain rapport with school partners and CBOs; strategizes when to invite CBOs to meet and greet students/staff. Maintains schedule of visits/school calendar.
- Communicates with the Director of Partnerships at the intermediary, The Urban Assembly.

QUALIFICATIONS

Minimum Requirements

Six years of experience in community work or community centered activities in an area related to the duties as described above.

Preferred

- Excellent writing skills.
- Experience in collaborating effectively with co-workers and demonstrated ability to follow-through on projects.
- Excellent writing and computer skills (Microsoft Office Word, Access, Powerpoint and Excel), and database management skills.
- Highly organized with the ability to implement systems and follow-up processes.
- Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints

Salary: \$27,351+

Application: Applications must be submitted by July 8, 2009 to:

Mark Ossenheimer, Principal
Urban Assembly School for Wildlife Conservation
2441 Wallace Ave.
Bronx, NY 10467
Office: 718.654.2065 | Fax: 718.654.4018

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