



**URBAN ASSEMBLY SCHOOL FOR THE PERFORMING ARTS (UASPA)
COMMUNITY ASSISTANT**

Position Summary: Under general direction, with latitude for independent initiative and judgment, performs work in supporting the Parent Coordinator in family support and outreach, as well as aid the Community Coordinator in supporting the many partnerships UASPA has cultivated with various organizations such as the Apollo Theater and Dance Theatre of Harlem. While primary responsibility will focus on the development and maintenance of community relationships – including family outreach, other responsibilities will include administrative and logistical support around managing the relationship with community-based organizations.

Reports to: Principal

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

RESPONSIBILITIES

- Provides assistance to the Parent Coordinator, in outreach efforts to parents, families, and local community members
- Strategizes with the Parent Coordinator around program planning and execution for parent involvement/CBO showcases.
- Assists Parent Coordinator and Dean of Students with parental outreach and student/family workshops.
- Prepares correspondence, documents, and other forms of written communication for internal and external community outreach purposes.
- Provides in-house presentations to core school staff to best maintain rapport between faculty, community groups and families.

QUALIFICATIONS

Minimum Requirements

There are no formal education or experience requirements for this position.

Preferred

- Experience in community work in an area related to the position.
- 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 27, 2009** to:

Urban Assembly School for the Performing Arts
509 W. 129th Street, Room 229
New York, NY 10027
212-234-4975 – Fax
NCarter5@schools.nyc.gov

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