



## HIGH SCHOOL FOR LEGAL STUDIES COMMUNITY COORDINATOR

**Position Summary:** The School for Legal Studies is seeking a highly motivated individual who is committed to community development and collaboration. The Community Coordinator will support the school's effort to increase collaboration between community based organizations (CBOs), law firms, law enforcement agencies, the court system and other businesses in order to broaden students' experiences with work, community affairs, and post-secondary education.

**Reports to:** Principal

**Key Relationships:** Act as program liaison with appropriate school staff to support academics, e.g., Assistant Principals, Guidance Counselors, College Advisor, faculty, etc. and representatives of supporting organizations.

### RESPONSIBILITIES

- Proactively seek community partnerships with organizations who share the school's vision.
- Proactively seek opportunities for internships and externships.
- Assist in improving community affairs by developing and maintaining a working relationship with community groups, the police department and local government officials.
- Works with instructional staff to help organize and develop the Moot Court and Mock Trial programs.
- Attend community meetings that are relevant to the school and the position.
- Publish a monthly legal brief with students highlighting current cases and social issues.

### QUALIFICATIONS

#### Minimum Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above;
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

#### Preferred

- Excellent written and communication skills.
- Ability to manage multiple tasks simultaneously.
- Proven experience working with organizations mentioned above.
- Strong interpersonal skills.
- Demonstrated ability of working successfully with students.

**Salary:** \$45,497+

**Application:** Please send resume and cover letter, no later than **August 27, 2009** to

Mónica Ortiz, Principal  
The School for Legal Studies  
850 Grand Street  
Brooklyn, NY 11211

Fax#: 718-387-3281 | Or via email to: [mortiz@schools.nyc.gov](mailto:mortiz@schools.nyc.gov)

Please indicate Community Coordinator in the subject line.

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

#### AN EQUAL OPPORTUNITY EMPLOYER

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