



**INTERMEDIATE SCHOOL 218 (06M218)
COMMUNITY ASSOCIATE**

Position Summary: The Community Associate, under general supervision of the principal will perform duties that directly relate to the outreach of the school to the local community. This will include our on-going collaboration with the Children's Aid Society, the Community Education Council (CEC), the City of New York Parks and Recreation, the YMCA, and the political leaders within the community.

Reports to: Principal

Key Relationships: Coordinates and develops activities to improve students' positive outlook of their community through community service programs, as well as to improve upon the established relationship that the school has with the community to further deepen and strengthen the relationship and ensure the community's awareness of the school's vision and mission and its academic programs.

RESPONSIBILITIES

- Provide and improve public relations for the school by performing community liaison functions (work with the NYPD during arrivals and dismissals for safe transitions).
- Visit local businesses and other community non-profit organizations to solicit assistance for community service projects.
- Develop contacts for career fairs and mentoring programs.
- Provide additional support and work collaboratively with the Parent Coordinator to ensure 100% parent participation in all school wide activities.
- Organize recreational team sports for students in a before or after school program.
- Develop a nature and garden club in association with New York Parks and Recreation for students to install and maintain trees, shrubs, etc. in and around their school site.
- Work collaboratively with the Office of Youth Development to provide timely student presentations by various city agencies including the Manhattan District Attorney's office.

QUALIFICATIONS

Minimum Requirements

- High school graduation or equivalent.
- Three years or more community service experience working with students and community based organizations or with the Department of Education.
- Public speaking ability and good people skills – able to interact with people at all social and economic levels.
- Bilingual: Spanish and English.
- Strong computer ability.
- Prior work experience in school setting and interaction with students, parents, and school staff.

Work Schedule: Annual Position (as well as some Saturdays)

Salary: \$32,237+

Application: Please send cover letter and resume, no later than **November 5, 2009**, to:

June Barnett, Principal
The Salome Urena de Henriquez School
Intermediate School 218
4600 Broadway
New York, N.Y. 10040
Email: jbarnett@schools.nyc.gov | Fax: 212-569-7421

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

AN EQUAL OPPORTUNITY EMPLOYER

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