



**ACADEMY FOR SOCIAL ACTION (05M367)  
COMMUNITY ASSISTANT**

**Position Summary:** The primary focus of this position is on the development and the maintenance of community relationships. The Community Assistant supports the Parent Coordinator and other support staff in parental outreach and works with partnered Community Based Organizations, Lorraine Monroe Leadership Institute, S.L. Green Street Squash, Yo Magazine, and Build On to help achieve academic outcomes. Maintains community program records and communications.

**Reports to:** Principal

**Key Relationships:** Community members, office administrators, Parent Coordinator and the Principal.

**RESPONSIBILITIES**

- Assist the Parent Coordinator and advisory teachers in parent and family outreach and communications.
- Maintain communications with and information for community partners and families.
- Provide on-going support to the Parent Coordinator in planning and executing community and student events, Parent Workshops, Open House Sessions, Student Community Service Projects, College Visits/Presentations and Tours.
- Target community outreach to enhance in a variety of school and community-based partnerships; this will best link relationships with the students, the elementary school with which we share the building, and the broader Manhattan community.

**QUALIFICATIONS**

- High school diploma preferred.
- Prior experience working with parents and children.
- Must have excellent communication skills.
- Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
- Ability to assist parents to resolve school related issues.
- Team player able to work with Parent Coordinator.
- Good computer skills including Microsoft Office and Excel.

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

**Application:** To apply, please submit a copy of your resume, no later than **October 22, 2009**, to:

Crystal Simmons  
Principal  
Academy for Social Action  
509 West 129<sup>th</sup> Street - 4<sup>th</sup> fl.  
New York, NY 10027

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

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