



**BOYS AND GIRLS HIGH SCHOOL (16K455)
COMMUNITY ASSOCIATE**

Position Summary: Boys and Girls High School is a community school that requires strong community relations with its community residents and organizations. The Community Associate provides the necessary links between the school and the community at-large. As part of the schools ongoing effort to maintain strong community partners which is integral to the school's success. This includes community outreach work with such organizations as Bedford Stuyvesant Restoration, Board for the Education of People of African Ancestry, BGHS Advisory Board, Adelaide Sanford Institute, Bedford Stuyvesant Brownstone Association, Weeksville Society, and local faith-based organizations.

Reports to: School Principal

Key Relationships: The Community Associate assists in the development and implementation of educational and social initiatives for the school. This includes serving as the liaison between the school and political, social, and business entities.

Community Associate Responsibilities:

- Assists students and staff in building relationships with external partners in the areas of community service, employment opportunities and community development.
- Establishes and maintains on-going contact with the community members of Bedford Stuyvesant.
- Facilitates community project development with external partners, including the Algebra Project and the Young Peoples' Project.
- Establishes and supports a school community development committee that will elicit support for our scholarship fund, capital projects, e.g., renovating all cafeterias, libraries, classrooms, auditoriums and athletic fields.
- Provides training to school-based personnel to improve school and community relations.
- Conducts research on external programs to assist students and parents with attaining job-readiness resources, job training and adult literacy programs.
- Builds strong relationships with external partners to bring additional resources to students and parents. Assists in writing grants to increase services for students and families.
- Develops, maintains and nurtures external relationships to bring services or opportunities to the school community such as the Brooklyn Borough President's Office and local Bedford Stuyvesant Businesses. Collaborates with other community coordinators to increase opportunities and awareness for students and staff.

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; or
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.

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

Salary: 32,237+

Application: Please submit resume and cover letter via email by **October 26, 2009** to:

Email: bghscommunityassociate@gmail.com

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

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