



**URBAN ASSEMBLY INSTITUTE OF MATH
AND SCIENCE FOR YOUNG WOMEN (13K527)
COMMUNITY ASSISTANT**

Position Summary: The Community Assistant will provide outreach for the community and the school. The person holding this position will support the school through a multitude of venues listed below.

Reports to: Co-Principal

Key Relationships: Administration, parents and staff.

RESPONSIBILITIES

- Assist the Parent Coordinator and advisory teachers in parent and family outreach and communications to the home.
- Provide on-going communications support with answering phones, updating web pages, and sending mailings home.
- Develop student records database and update contact information for community partners, parents and families.
- Provide on-going support to the instructional staff, Director of Development & the Parent Coordinator in planning and executing community and student events.
- Support school personnel daily with business and technical needs.

QUALIFICATIONS

- Experience working with community-based organizations.
- Experience in collaborating effectively with co-workers and demonstrated ability to follow-through on projects within the community.
- Good computer skills (Microsoft Office Word, PowerPoint and Excel).
- Highly organized.
- Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
- Great interpersonal skills, articulate, and outgoing.

Salary: \$27,351+

Application: Cover letter and resume must be submitted by **October 8, 2009**, to:

Kelly DeMonaco, Co-Principal
The Urban Assembly Institute of Math and Science for Young Women
283 Adams Street
Brooklyn, NY 11201
718-260-2300 | 718-260-2301

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

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