



URBAN ASSEMBLY SCHOOL FOR LAW AND JUSTICE COMMUNITY ASSOCIATE

Position Summary: The Urban Assembly School for Law and Justice is a college preparatory school that will prepare students for college and beyond through a rigorous academic program with an emphasis on law and debate. Students are supported during their academic careers by personalized relationships with teachers and administrators. This school is a part of the Urban Assembly network of schools and is in the Empowerment Zone.

We seek an individual who is committed to community development and collaboration. The Community Associate will support the school in its efforts to increase and maintain communication between the school and its community partners.

Reports to: Assistant Principal

Key Relationships: Act as program liaison with appropriate school staff to support advisories and the implementation of advisory-based activities, e.g., internships, town hall meetings, conflict resolution, arts partnerships and programming. Serve as the primary liaison between the Red Hook Community Justice Center and SLJ.

RESPONSIBILITIES

Community Outreach and Program Development

- Visit city, state and federal local businesses, corporations and community-based organizations to solicit interest in participating in school internship-based programs. This includes: the District Attorney's Office, NY State Supreme Court, Time Warner Corporation, The New York Times, etc.
- Provide and improve internship services including liaison, security, safety and communication between the school and its internship sites.
- Meet regularly and communicate with responsible persons at each site.
- Assist in coordinating programs with the Adams Street Foundation and Red Hook Community Justice Center.
- Foster partnerships/collaborations with organizations to provide additional recreation programs and special events such as the YMCA, The Police Athletic League, and Club Madison.
- Coordinate and assist with outreach programs between the school and the neighboring community.
- Produce program and community event calendars.

Interaction/Support - Parent Coordinator

- Assist Parent Coordinator to develop workshops for parents in collaboration with outside agencies.

QUALIFICATIONS

Minimum Requirements

1. High School graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

Preferred

- Experience with computer applications including Microsoft Excel.
- Ability to develop and/or implement action projects.
- Demonstrated experience with conflict resolution and case management.
- Strong interpersonal skills.
- Excellent communication skills.

Salary: \$32,237+

Application: Please send a cover letter and resume, no later than **October 9, 2009**, to:

Shannon Curran, Principal
Urban Assembly School for Law and Justice
283 Adams Street
Brooklyn NY 11201

OR

E-mail: sljrecruitment@sljhs.org

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

AN EQUAL OPPORTUNITY EMPLOYER

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