



## URBAN ASSEMBLY SCHOOL FOR CRIMINAL JUSTICE COMMUNITY COORDINATOR

**Position Summary:** Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the supervision, planning, implementation, coordination, monitoring and/or evaluation of community and partner development programs. Primary responsibilities include preparation of several community-related proposals and grant applications, performance of community-related support work, communication and planned activities with community-based organizations. The research, identification and development of community bonds with universities, professional women and institutions related to criminal justice are critical to the position. The person must have both awareness and response to public and private grant opportunities in the areas of education. The focus of the partnerships is around the communities of Brooklyn, Manhattan as well as the other boroughs. In addition, the funds identified by the community coordinator are to target enrichment programs.

### **Reports to: Principal**

**Key Relationships:** Assistant Principal, Grade Team Leaders, Parent Coordinator, Secretary

### **RESPONSIBILITIES**

- Plans, implements, coordinates, monitors and/or evaluates fiscal support programs that provide important community services.
- Targets community outreach to enhance in a variety of school and community-based partnerships; this will best link relationships with the students, school, community organizations and institutions of higher learning.
- Performs difficult work in the preparation of planning documents required for funding.
- Prepares evaluation reports, performs analyses and reviews program plans, funding and performance.
- Makes recommendations on policies and procedures.
- Plans and executes student programming related to enrichment activities and after/before school activities.
- Provides authoritative interpretation of complex problems.
- Provides technical assistance and training to subordinate staff in techniques of program implementation and management.
- Provides program support and coordination of partner programs and activities.

### **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.

#### **Preferred**

- Masters degrees and/or 4 or more years of experience in development work and community centered activities.
- Excellent writing and computer skills (Microsoft Office Word, Access, Powerpoint and Excel), and database management skills.
- Highly organized with the ability to implement systems and follow-up processes.

- Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.

**Salary:** \$45,497+

**Application:** To apply, please submit a copy of your resume (preferably by email), no later than June 26, 2009, to:

Mariela Graham, Principal  
Urban Assembly School for Criminal Justice  
4200 16<sup>th</sup> Avenue, Rm. 428  
Brooklyn, NY 11204  
Email: [graham@uascriminaljustice.org](mailto:graham@uascriminaljustice.org)

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