



**URBAN ASSEMBLY ACADEMY OF GOVERNMENT AND LAW
(02M305)
COMMUNITY COORDINATOR**

Position Summary: The Community Coordinator is responsible for the planning, implementation, coordination, monitoring and/or evaluation of community and partner development programs located at the Urban Assembly Academy of Government and Law. Primary responsibilities include: preparation of 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 networks and institutions related to criminal justice are critical to the position. The person must have the ability to identify and respond to public and private grant opportunities in the areas of education. The focus of the partnerships is around the communities of Bronx, 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, School Counselor, Parent Coordinator and school support staff.

RESPONSIBILITIES

- Targets community outreach to enhance a variety of school and community-based partnerships and link relationships with the students, school, community organizations and institutions of higher learning.
- Plans and executes student programming related to enrichment activities and after/before school activities.
- Provides technical assistance and training to partners, teachers, scholars, families, and support staff in techniques of program implementation and management.
- Provides program support and coordination of partner programs and activities.
- Performs 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 program plans and procedures.
- Provides interpretation of program issues/problems.

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 degree.
- Experience in development work and community centered activities.

Salary: \$45,497+

Application: To apply, please submit a copy of your resume (preferably by email), no later than **August 31, 2009**, to:

David Glasner, Principal
Urban Assembly Academy of Government and Law
350 Grand Street, 3rd Floor
NY, NY 10002

Email: dglasner@schools.nyc.gov

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