ELLIS PREPARATORY ACADEMY (10X397)
COMMUNITY ASSOCIATE

Position Summary: The Community Associate will perform duties that directly relate to the outreach efforts of the school, ongoing work with existing partnership organizations, the local community, and the introduction of new community partnerships. This includes establishing, maintaining, coordinating and monitoring partnerships and community development programs associated with the Parent Teachers' Association and various departments within the school: Ellis' Internship Program. Current partnerships and community programs include a wide range of non-profit and corporate partnerships. Performs related work.

Reports to: Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, community partners, and faculty. The Community Associate serves as a liaison between the principal, the school community, and the larger community outside of school.

RESPONSIBILITIES

- Maintains computer-based record-keeping systems with community partner information and contacts.
- Coordinates contact with parents and the school community to elicit their support and participation in school and community activities, parent meetings, workshops, musical productions and volunteer activities.
- Increases and develops relationships with community based organizations. Facilitate regular community based meetings and events.
- Develops a wide range of community contacts that will volunteer, partner, or provide resources to the school.
- Maintains ongoing contact with community organizations that are involved with providing services to support the school's educational programs.
- Makes connections with community based organizations to increase community support and to communicate any change in the needs of the student population.
- Assists students and staff in building relationships with external partners, including those connected to the school.
- Assists in coordinating, improving and maintaining community services and relationships with the school.
- Coordinates various outreach programs between the school and the neighboring community.
- Assists with written and telephone communication with parents, partners and the community.
- Maintains records of students' attendance at their internship sites.
- Makes weekly visits to students' internship site with the purpose of speaking to the site supervisor about students' progress, performance and attendance.

Qualifications Requirements:

Minimum

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

- Team player who is able to work closely with all members of the school and outside community.
- Public speaking ability and good people skills. Ability to interact with people at all social and economic levels.
- Prior work experience in school setting and interaction with students, parents and school staff.
- Proficiency with Microsoft Office applications.
- Ability to work with students, parents, teachers and supervisors.
- Knowledge of school program objectives.
- Strong comprehension and literacy skills, with the ability to trouble shoot complex issues when necessary.
- Strong speaking and writing language skills: Spanish, Arabic and French.

Work Schedule: This is a 12 month 35 hour per week annual assignment. Position will require flexibility with respect to work hours in order to meet the needs of the school community, including early mornings, evenings and weekends. Use of earned vacation and/or compensatory time is subject to approval of the school principal.

Salary: $34,555+

Application: Please send cover letter and resume, no later than **February 1, 2016,** to:

Norma A. Vega, Principal
Email: nvega12@schools.nyc.gov

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

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