



**BACCALAUREATE SCHOOL FOR GLOBAL EDUCATION (Q580)
DISTRICT 28
COMMUNITY ASSOCIATE**

Position Summary: The Baccalaureate School for Global Education seeks a Community Associate willing to work towards building bridges between the school and the community at-large.

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: School 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 meeting, conflict resolution and programming.

RESPONSIBILITIES

- Plans, implements, coordinate monitors and/or evaluate programs providing important community services.
- 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.
- Provides authoritative interpretation of complex problems.
- Provides technical assistance and training to staff in techniques of program implementation and management.
- May act directly as the long-term coordinator manager of a specific community development program.

QUALIFICATIONS

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

Minimum Requirements

Preferred

- Ability to develop and /or implement action projects.
- Demonstrated experience with conflict resolution and case management
- Demonstrated program management skills.
- Strong interpersonal skills with the ability to work closely with individual clients and cooperatively in a team environment.
- Excellent communication skills; must be able to write analytically, critically and persuasively

Salary: \$ 29,804

Application: Please send cover letter and resume, no later December 19, 2008 to:

Kelly Joan-Johnson, Principal
34-12 36 Avenue
Queens, NY 11106
Phone: 718-361-5275 | Fax: 718-361-5395
Or via e-mail: KJohnso2@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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