



**URBAN ASSEMBLY ACADEMY OF ARTS & LETTERS (13K492)
COMMUNITY ASSISTANT**

Position Summary: Under supervision of the Parent Coordinator and the overall direction of the Principal, performs responsible work in the areas of community outreach to families, parents and community members. Works with the Parent Coordinator in assisting visitors to the school. Maintains community program records and communications.

Key Relationships: Community Members, Office Administrator, Parent Coordinator, and Principal

RESPONSIBILITIES

- Assist the parent coordinator and advisory teachers in parent and family outreach and communications.
- Maintain communications with and information for community partners and families.
- Provide on-going support to the parent coordinator in planning and executing community and student events.
- Target community outreach to enhance in a variety of school and community-based partnerships; this will best link relationships with the students, the elementary school with which we share the building, and the broader Brooklyn community.
- Make recommendations on policies and procedures.

QUALIFICATIONS

Minimum Requirements

- Experience in community and/or instructional work.
- 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 in a fast paced school environment with multiple communities, use independent judgment and produce a quality work product within tight time constraints.

Salary: \$27,351+

Application: To apply, please submit a copy of your resume, no later than **August 25, 2009**, to:

Allison Gaines Pell
Principal
Urban Assembly Academy of Arts & Letters
225 Adelphi Street, 3rd Floor
Brooklyn, NY 11205

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