



**Eagle Ocean Hill for Young Men at Ocean Hill (23K644)  
Community Assistant**

**Position Summary:** The Community Assistant will provide outreach for the community and the school. The person holding this position will support the school through a multitude of venues listed below.

**Reports to:** Co-Principal

**Key Relationships:** Administration, parents and staff.

**RESPONSIBILITIES**

- Assist with special projects related to community outreach such as What About the Children and the Camba\Beacon Program.
- Provide on-going support to the instructional staff, Director of Development and the Parent Coordinator in planning and executing community and student events.
- Proactively seek partnerships with institutions and organizations promoting enrichment programs such as What About the Children and the Camba/Beacon Program.
- Assist with the organization of school wide events such as Career Day, Family Nights.

**QUALIFICATIONS**

- High School graduate or equivalent preferred.
- Experience in community work or community centered activities in an area related to duties described above.
- Ability to work with community-based organizations and cooperatively in a team environment
- Good computer skills (Microsoft Office Word, PowerPoint and Excel).
- Highly organized. Able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.
- Interpersonal skills, articulate, and outgoing.

**NOTE:** Must be able to work a flexible schedule to include evening and week-end activities.

**Salary:** \$27,351+

**Application:** Cover letter and resume must be submitted by **November 5, 2009**, to:

Rashad Meade, Principal  
The Eagle Academy for Young Men at Ocean Hill  
1137 Herkimer Street  
Brooklyn, NY  
Fax # 718-834-6766

OR Email to [RMeade3@schools.nyc.gov](mailto:RMeade3@schools.nyc.gov)

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

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