

**THE SAMUEL HUNTINGTON SCHOOL  
(Q040)  
DISTRICT 28  
COMMUNITY ASSOCIATE**

**Position Summary:** The Samuel Huntington School seeks a Community Associate willing to work towards building bridges between the school and the community-at-large. Our primary objective is to provide a first class academic grounding for all children along with a wide range of activities through the Arts and Project-based learning. These activities are designed to produce well-equipped citizens of the future, the leaders of tomorrow, who will serve their country well and always with a sense of responsibility.

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:**

- Prepare a monthly *Progress Report to the Community* about ventures, activities and undertakings of the Samuel Huntington School.
- Seek out partnerships and access in order to increase student enrollment in private day schools and boarding schools.
- Reach out to foster partnerships with organizations, companies, foundations and individuals in order to obtain support and access for our students.
- Attend all relevant community meetings (during and after school).
- Meet with local public officials and share the mission, vision and concerns of the Samuel Huntington School.
- Research grant opportunities and other resources to improve community engagement in the academic and socio-emotional lives of our students.

**QUALIFICATIONS**

**Minimum Requirements**

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**

- 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 than October 30, 2008 to:

Adrienne Lloyd, Principal  
The Samuel Huntington School  
109-20 Union Hall Street  
Jamaica, NY 11433  
Fax # 718- 5261209  
Or via e-mail to: [ALloyd@schools.nyc.gov](mailto:ALloyd@schools.nyc.gov)

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

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