



**WASHINGTON IRVING HIGH SCHOOL (02M460)  
COMMUNITY ASSOCIATE**

**Position Summary:** Washington Irving High School (WIHS) is an academic high school that will prepare students for college and beyond through a rigorous academic program with an emphasis on careers. Students are supported during their academic careers by personalized relationships with teachers and administrators.

This school is a part of the WIHS network of schools and is in the Empowerment Zone.

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:** Business Manager and 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 meetings, conflict resolution, arts partnerships and programming. Serve as the primary liaison between the Union Square Partnership, YMCA, Cleary Gottlieb Steen & Hamilton LLP, Association of Progressive Dominicans Community and the school's after-school programs.

**RESPONSIBILITIES**

*Community Outreach and Program Development*

- Visit city, state and federal local businesses, corporations and community-based organizations to solicit interest in participating in school internship-based programs.
- Assist instructional staff, as necessary, in developing advisory program support materials as well as providing support for the development of materials.
- Provide and improve internship services including liaison, security, safety and communication between the school and its internship sites.
- Meet regularly and communicate with responsible persons at each site.
- Assist in coordinating programs with the all partners and Union Square Partnerships.
- Foster partnerships/collaborations with organizations to provide additional recreation programs and special events.
- Coordinate and assist with outreach programs between the school and the neighboring community.
- Produce program and community event calendars.
- Create club and after-school schedules.

*Intervention with Parent Coordinator*

- Assist Parent Coordinator to develop workshops for parents in collaboration with outside agencies.

**QUALIFICATIONS**

**Qualification Requirements**

**Minimum**

- 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
- Education and/or experience which is equivalent to above.

## Preferred

- Experience with computer applications including Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to develop and/or implement action projects.
- Demonstrated experience with conflict resolution and case management.
- Strong interpersonal skills.
- Excellent communication skills.
- Exemplary program development, project management and analytical skills.

**Salary:** \$32,237+

**Work Schedule:** 9:00AM – 5:00PM (Monday – Friday). Additional events and meetings (when needed) in evenings and weekends.

**Application:** Please send a cover letter and resume, no later than **September 14, 2009**, to:

Bernardo Ascona, Principal  
Washington Irving High School  
40 Irving Place  
New York, NY 10003  
Or  
E-mail: [bascona@schools.nyc.gov](mailto:bascona@schools.nyc.gov)

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

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