



URBAN ASSEMBLY ACADEMY OF CIVIC ENGAGEMENT (08X366) COMMUNITY COORDINATOR

Position Summary: The Community Coordinator is responsible for the planning, implementation, coordination, monitoring and/or evaluation of community and partner development programs located at the Urban Assembly Academy of Civic Engagement. Primary responsibilities include: preparation of community-related proposals and grant applications; performance of community-related support work; communication; and planned activities with community-based organizations. The research, identification and development of community bonds with universities, professional women and institutions related to criminal justice are critical to the position. The person must have the ability to identify and respond to public and private grant opportunities in the areas of education. The focus of the partnerships is around the communities of Bronx, Brooklyn, Manhattan as well as the other boroughs. In addition, the funds identified by the Community Coordinator are to target enrichment programs.

Reports to: Principal

Key Relationships: Assistant Principal, School Counselor, Parent Coordinator and school support staff.

RESPONSIBILITIES

- Targets community outreach to enhance a variety of school and community-based partnerships and link relationships with the students, school, community organizations and institutions of higher learning.
- Plans, implements, coordinates, monitors and/or evaluates fiscal support programs that provide important community services. For example, all scholars participate in four whole school community service trips each school year to locations such as Drew Gardens, NYPL, food pantries, and community centers
- 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 program plans and procedures.
- Plans and executes student programming related to enrichment activities and after/before school activities.
- Provides interpretation of program issues/problems.
- Provides technical assistance and training to partners, teachers, scholars, families, and support staff in techniques of program implementation and management.
- Provides program support and coordination of partner programs and activities.

QUALIFICATIONS

Minimum Requirements

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 six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred

- Masters degree.
- Experience in development work and community centered activities.

Salary: \$45,497+

Application: To apply, please submit a copy of your resume (preferably by email), no later than **July 30, 2009**, to:

Cameron Berube, Principal
Urban Assembly Academy of Civic Engagement
650 Hollywood Avenue, Rm 329
Bronx, NY 10465

Email: cberube@schools.nyc.gov

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