



URBAN ASSEMBLY ACADEMY OF ARTS & LETTERS COMMUNITY COORDINATOR

Position Summary: Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the supervision, planning, implementation, coordination, monitoring and/or evaluation of community and partner development programs. Primary responsibilities include preparation of several community-related proposals and grant applications, and performance of community-related support work. The research, identification, development of community bonds with the downtown Brooklyn and Fort Greene community-based organizations, and Business Improvement Districts are critical to the position. The focus of the partnerships is around the arts and cultural organization in the Fort Greene/Clinton Hill area.

Reports to: Principal

Key Relationships: Targets community outreach to enhance in a variety of school and community-based partnerships; this will best link relationships with the students, school and broader Brooklyn community.

RESPONSIBILITIES

- Plans, implements, coordinates, monitors and/or evaluates fiscal support programs that provide important community services.
- 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 policies and procedures.
- Provides authoritative interpretation of complex problems.
- Provides technical assistance and training to subordinate staff on 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 school-related community and instructional work; 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 and/or 4 or more years of experience in school-related community building.
- 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, use independent judgment and produce a quality work product within tight time constraints.

Salary: \$52,322 +

Application: To apply, please submit a copy of your resume, no later than June 30, 2009, to:

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

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