



**HIGH SCHOOL OF COMPUTERS AND TECHNOLOGY (11X275)
COMMUNITY ASSISTANT**

Position Summary: The primary focus of this position is on the development and maintenance of community relationships. The Community Assistant supports the Parent Coordinator in parent outreach, and works with our partnered Community Based Organizations, including F.E.G.S., SoBro, Montifiore, Vision Education, and Bronxwood Senior Center in supporting the many partnerships we have cultivated with various organizations in the community including local elected officials. .

Reports to: Principal

Key Relationships: Maintains positive professional relationships with the entire school community, including students, parents, administration, faculty, and community partners. Liaises with the following community organizations: Federation Employment Guidance Services, South Bronx Overall Economical Development Corporation, Montifiore, Vision Education, Bronxwood Senior Center, Bronx Borough President's Office, Councilman's office, Assemblyman's office and merchants of Wakefield to name a few.

RESPONSIBILITIES

- Provides assistance and accompanies the Parent Coordinator during visits to families and the community.
- May provide security to create a safe environment in the school and community.
- Assists in improving community services, performs liaison functions among or between City agencies, community organizations and groups, and the individuals they represent and service.
- Assists in preparing reports, evaluations and correspondence, and maintaining communication with key community partners.
- Assists in programs of community enhancement.
- Provides in-house presentations to core school staff in ways to best maintain rapport with school/community partners and Community Based Organizations.
- Serves as liaison between Computers and Technology and all CBO's in the building.

QUALIFICATIONS

- High school diploma.
- Experience in community work in an area related to the position.
- Excellent writing and communication skills.
- 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: \$27,351+

Application: Cover letter and resume must be submitted by **October 19, 2009** to:

High School of Computers and Technology
800 Gun Hill Road
Bronx, NY 10467
Fax# 718-696-3930

Email: BAbramo2@schools.nyc.gov

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

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