



**BRIGHTER CHOICE COMMUNITY SCHOOL (16K627)
COMMUNITY ASSISTANT**

Position Summary: The Community Assistant will provide outreach for the school to the local community. This will include interaction with students, parents, teachers, supervisors and local community members and groups, including The Lions Club and local elected officials. The person holding this position will support the school through a multitude of venues listed below.

Reports to: Principal

Key Relationships: Coordinates and develops activities to improve school-community relations and to improve and encourage community participation. Some examples would include coordinating activities with the YWCA, the Restoration Plaza, and the Brooklyn Academy of Music.

Responsibilities

- Provide and improve community services by performing liaison functions and improving communication between the school, community organizations and not-for-profit organizations such as local churches.
- Coordinate all family events including Community Art Day and Family Game Night.
- Coordinate contact with parents and outside agencies to elicit their support and participation in school/community activities such as 2nd grade swim, Studio-In-A-School, Dance Africa, etc.
- Develop student records database and update contact information for community partners, parents, and students.

Qualifications

- High School diploma preferred.
- Highly organized.
- Great interpersonal skills, articulate, and outgoing.
- Experience in collaborating effectively with co-workers and demonstrated ability to follow through on projects within the community.
- Good computer skills (Microsoft Office Word, PowerPoint and Excel).
- Experience in school/community work or school-centered activities in an area related to duties described above.

Salary: \$27,351+

Application: Cover letter and resume must be submitted by **October 28, 2009** to:

Fabayo McIntosh, Principal
Brighter Choice Community School
280 Hart Street
Brooklyn, New York 11206
Fax # 718-443-0639

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

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