



**YOUNG ADULT BOROUGH CENTER @ HERBERT H. LEHMAN HIGH SCHOOL
(08X408)
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 partnered Community Based Organization F.E.G.S. in supporting the many partnerships YABC has cultivated with various organizations in the community such as medical and legal offices and with local elected officials.

Reports to: Administrator YABC @ Herbert H. Lehman High School

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, Bronx Borough President's Office, Councilman's office, Assemblyman's office and merchants of Throgs Neck to name a few.

RESPONSIBILITIES:

- Provides assistance to the Parent Coordinator in support of outreach efforts to the community.
- Assists in improving community services by performing 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 Day School and YABC in the building.

QUALIFICATIONS:

- High school diploma.
- Experience in community work in an area related to the position.
- Excellent writing 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 **September 4, 2009** to:

Y.A.B.C. at Herbert H. Lehman High School
3000 East Tremont Avenue
Bronx, NY 10461
718 904 5070 – Fax
Email: msmallh@schools.nyc.gov

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

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