



## URBAN ASSEMBLY SCHOOL FOR THE PERFORMING ARTS (UASPA) COMMUNITY ASSISTANT

**Position Summary:** Under general direction, with latitude for independent initiative and judgment, performs work in supporting the Parent Coordinator in family support and outreach, as well as aid the Community Coordinator in supporting the many partnerships UASPA has cultivated with various organizations such as the Apollo Theater and Dance Theatre of Harlem. While primary responsibility will focus on the development and maintenance of community partnerships, other responsibilities will include office administration and logistical support around community program planning, and managing/expanding the relationship with community-based organizations.

**Reports to:** Principal

**Key Relationships:** Maintains positive professional relationships with the entire school community, including students, parents, administration, faculty, and community partners.

### RESPONSIBILITIES

- Provides assistance to the Community Coordinator, in outreach efforts to primary partners, including but not limited to:
  - Aaron Davis Hall/Harlem Stage;
  - The National Jazz Museum in Harlem;
  - Apollo Theater Foundation;
  - Dance Theatre of Harlem; and
  - City College of New York.
- Acts as the first point of contact for all visitors to the UASPA office, including parents and community groups.
- Proofreads documents from the Community Coordinator for submission to CBOs; drafts and creates documents around increasing community partners for FY '10.
- Strategizes with the Parent Coordinator around community program planning and execution for parent involvement/CBO showcases.
- Prepares correspondence, documents, and other forms of written communication for internal and external community outreach purposes.
- Provides in-house presentations to core school staff to best maintain rapport with school/community partners and CBOs.
- Recommends when to invite CBOs to meet and greet students/staff.
- Maintains schedule of visits/school calendar.

### QUALIFICATIONS

#### Minimum Requirements

There are no formal education or experience requirements for this position.

#### Preferred

- Experience in community work in an area related to the position.
- Excellent writing skills.
- Experience in collaborating effectively with co-workers and demonstrated ability to follow-through on projects.
- 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:** Applications must be submitted by **July 27, 2009** to:

Urban Assembly School for the Performing Arts  
509 W. 129<sup>th</sup> Street, Room 229  
New York, NY 10027  
212-234-4975 – Fax  
[NCarter5@schools.nyc.gov](mailto:NCarter5@schools.nyc.gov)

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