



**THE HIGH SCHOOL FOR MEDICAL PROFESSIONS (18K633)
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 Organization – The Federation of Italian-American Organizations - in supporting the many partnerships we have cultivated with various organizations in the community including local elected officials.

Reports to: Principal of High School for Medical Professions

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: The Federation of Italian-American Organizations, Brooklyn Borough President's Office, Council Assembly offices and local merchants in the Canarsie neighborhood.

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 Medical Professions and all CBO's and partners in the building.

QUALIFICATIONS

- High school diploma.
- Experience in community work in an area related to the position.
- Excellent writing and communication skills.
- Excellent 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 14, 2009** to:

High School for Medical Professions
1600 Rockaway Parkway
Brooklyn, NY 11236
Fax# 718-290-8705
Email: JScarma@schools.nyc.gov

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

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