



SECONDARY SCHOOL FOR RESEARCH COMMUNITY COORDINATOR

Position Summary: The Community Coordinator for Post-Secondary Education and Career Planning will work under the direct supervision of the Principal, performing work in various phases of community programs and assists in carrying out assigned tasks to provide necessary and important community services; performs related work.

Reports to: Principal

Key Relationships: Cultivate relationships with local businesses, professional organizations and individuals to create internship and mentorship programs.

RESPONSIBILITIES

- Develop partnership programs with post-secondary organizations, individuals and the parent community.
- Assist in coordinating, improving and maintaining community services and relationships with various private and public organizations.
- Counsel students, parents and faculty on the expectations and requirements of various private and public organizations.
- Assist principal with presentations designed to inform and promote the school model of Secondary School of Research.
- Provide outreach to students and their families and the Department of Education staff related to the availability of community resources.
- In conjunction with Parent Coordinator, assist in developing programming and events which involve parents and students.
- Perform administrative duties related to this position.

QUALIFICATIONS

Minimum:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred:

- Bachelor's degree.
- Experience working with New York City public high school students.
- New York State teaching license.
- Formal education or experience in counseling.
- Strong writing and language skills.

Salary: \$45,497 +

Application: Please send resume and cover letter, no later than **June 26, 2009**, to:

Jill Bloomberg, Principal
Secondary School for Social Research
237 7th Avenue
Brooklyn NY 11215
Email: jbloomb@schools.nyc.gov

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