



**THE FACING HISTORY SCHOOL (02M303)
COMMUNITY ASSOCIATE**

Position Summary: The Community Associate will support the school in its efforts to increase and maintain communication between the school; the parents; its lead partner Facing History and Ourselves; its community partners John Jay College, Borough of Manhattan Community College, New York University; and other colleges and universities. The Community Associate will also work with local businesses, corporations and community-based organizations to solicit interest in participating in school community service programs. Lastly, the Community Associate will be a key contact for America Reads volunteers. Performs related work.

Reports to: Principal and Assistant Principal

Key Relationships: Administration, lead partner organizations, and school staff.

RESPONSIBILITIES

- Collaborate with guidance department to increase involvement in outreach programs with local school districts and organizations and turnkey resources to school staff, students and families.
- Visit local businesses and community-based organizations such as P138M, Good Dog Foundation, and Gods Love We Deliver to solicit interest in participating in school internship-based programs.
- Develop internships and partnerships with community agencies, working with school staff to use partnerships for positive outcomes such as increased attendance and pass rates.
- Develop strong positive relations with community colleges and businesses.
- Foster partnerships/collaborations with organizations to provide additional recreation programs and special events.
- Assist students and school staff in building relationships with external partners such as NY Cares and Donors Choose in the areas of community service, employment opportunities and community development.
- Facilitate community project development with external partners, including the Urban Arts and RAPP.
- Establish and support a school-community development committee that will elicit support for the school's scholarship fund and student activities committee.

Qualification Requirements:

Minimum

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED

- Baccalaureate degree.
- Strong computer skills including proficiency in Microsoft Office Suite.
- Ability and willingness to work on time-sensitive projects.
- Strong interpersonal skills.
- Excellent communication skills.

Salary: \$32,237+

Application: Cover letter and resume must be submitted by **November 18, 2009** to:

Gillian Smith, Principal
The Facing History School
525 West 50th Street
New York, New York 10019

Or E-mail to: GSmith6@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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