



**P.S. 249K – THE CATON SCHOOL (17K249)
COMMUNITY ASSISTANT**

Position Summary: The Caton School is seeking a highly motivated individual who is committed to developing relationships and partnerships with community-based organizations including such groups as the Police Athletic League (PAL) and CAMBA. The Community Assistant will provide outreach for the community and the school. The person holding this position will support the school through the venues listed below.

Reports to: Principal

Key Relationships: Administration, parents and staff.

RESPONSIBILITIES

- Proactively seeks partnerships with institutions and organizations which promote enrichment programs such as PAL and CAMBA.
- Assist the Administrators with special community related projects such as PAL and CAMBA.
- Promote educational and school/community awareness through various school-wide activities and publications.

QUALIFICATIONS

- High School graduate or equivalent.
- Experience working with community-based organizations.
- Experience in collaborating with co-workers and demonstrated ability to follow-through on projects within the community.
- Good computer skills (Microsoft Office Word, PowerPoint and Excel).
- Highly organized.
- Great interpersonal skills, articulate, and outgoing.

NOTE: Must be able to work a flexible schedule to include evening and week-end activities.

Salary: \$ 27,351+

Application: Cover letter and resume must be submitted by **November 5, 2009** to:

Elisa Brown, Principal
P.S. 249K
18 Marlborough Rd
Brooklyn, NY 11226
Fax # 718-284-5146 or Email to: ebrown4@schools.nyc.gov

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

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