

**Position Title:** Community Engagement Coordinator for Student and Parent Affairs

**Department:** Community Development & Engagement

**Reports to:** Chief of Government & Community Relations

**Reporting to this position:** None

### **Job Summary**

CEC seeks to partner with parents and families to turn around failing neighborhood schools and to establish new CEC schools in the area. The Community Engagement Coordinator will have excellent relationship building skills, will inform and mobilize families and community members to demand high quality neighborhood schools. The ideal candidate is able to build strong relationships and successfully navigate through difficult situations and challenging interpersonal interactions. A key challenge in this role will be successfully getting buy-in and public support for CEC schools while navigating an uncertain political and community environment. The risk in this role is exposing CEC to unfavorable political or public scrutiny. The opportunity in this role is in finding public allies and supporters for CEC based on existing relationships in the area.

### **Nature and Scope of Position**

- Builds Relationships with Community Partners and leaders
- Participates in community meetings
- Manages neighborhood outreach for expansion and enrollment
- Manages seasonal or part-time outreach staff to build relationships through door-to-door home visits, phone calls, school visits to local businesses, and houses of worship
- Reports weekly on individual meetings, phone calls, community intelligence
- Promotes CEC at neighborhood events (Block parties, community meetings, civic events)
- Distributes flyers and posters to promote CEC schools and turnarounds
- Conducts research and analyzes potential school sites and neighborhoods in the prescribed area
- Provides weekly updates on outreach including contacts made and results
- Executes community outreach strategy
- Identifies key parent hubs (daycare centers, after school programs, libraries, rec. centers, etc.)
- Develops functioning coalitions with parents, elected officials, faith, education and community leaders to support school reform
- Participates in night and/or weekend meetings and events

**Qualifications:**

- Ability to work well in a team and enhance cooperative working relationships
- Strong leadership skills and a demonstrated capacity to work with urban families
- Knowledge of public education and charter schools highly desirable but not required
- Has a commitment to educational equity and excellence for all students
- Experience with grassroots field organizing, including experience in organizing door-to-door canvassing, volunteer phone banking, leading a field organizing team a plus.
- Three to five years of social service, politics, education, business development, or community engagement work experience in the area (desirable but not required )
- Ability to adapt quickly to changing priorities
- Strong interpersonal skills and cultural competency, and self-awareness with the ability to reflect and adapt to diverse environments
- Experience working with families from diverse ethnic and class backgrounds
- Team player who is a self-motivated “go-getter” with the ability to lead and motivate others
- Proficient with Microsoft office suite (Word, Excel, Power Point and Publisher )
- Strong oral communication skills, problem-solver, creative thinking, interpersonal skills, relationship building

**Physical Requirements:**

Ability to physically perform the duties and to work in the environmental conditions required such as maneuvering in classrooms and office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls; Must be able to sit for up to two (2) hours looking at a computer monitor, using a keyboard/mouse and typing.