



**RENAISSANCE HIGH SCHOOL FOR MUSICAL THEATER & TECHNOLOGY (08X293)
COMMUNITY ASSOCIATE**

Position Summary: The Community Associate will perform responsible work in various phases of school/community outreach efforts/activities to parent and local community organizations and agencies including the local Police Department, Bronx Rotary Club, Bronx Borough President's Office, etc. Performs related work.

Reports to: Principal

Key Relationships: Works closely with parents, students, staff and local community agencies.

RESPONSIBILITIES

- Responsible for outreach efforts, liaison with community agencies, local merchants, police department and the offices of local elected officials.
- Participates in school-related community development programs, assisting the Parent Coordinator in organizing parent activities, supporting Guidance Counselors in developing internship programs for students, organizing career fairs, etc.
- Coordinates contacts with parents and outside agencies to elicit support and participation in group activities such as parent teacher conferences, career fairs, curriculum nights, talents shows, school plays, etc.
- Provides ongoing assistance and information to community partners, staff, parents and guardians.

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

- Strong interpersonal skills with the ability to work closely with individual clients and cooperatively in a team environment.
- Excellent communication skills; must be able to write analytically, critically and persuasively.
- Computer skills.
- Highly organized with the ability to implement systems and follow-up processes.
- Ability to assist parents in resolving school-related issues.
- Able to effectively work under pressure, use independent judgment and produce a quality work product within time constraints.
- Bilingual - Spanish

Salary: \$32,237+

Application: Please send cover letter and resume, no later than **March 12, 2010**, to:

Maria Herrera, Principal
Renaissance High School For Musical Theater & Technology
3000 East Tremont Avenue
Bronx, NY 10461

Or by E-mail: mherrer2@schools.nyc.gov

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

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