



**HUMANITIES PREPARATORY ACADEMY (02M605)  
COMMUNITY COORDINATOR  
(Part Time 3 days a week - 21 hours)**

**Position Summary:** Humanities Preparatory Academy seeks a Community Coordinator willing to work towards building bridges between the school and the community-at-large. Humanities Preparatory Academy is dedicated to the academic and personal development of students who will become life long learners and our future leaders. The Community Coordinator performs very responsible work in the supervision, planning, implementation, coordination, monitoring and/or evaluation of community development programs. In addition, performs outreach to families and members of the school community and surrounding community partners which may include but are not limited to local families and individuals, corporations or NGOs which are interested in developing relationships with the school, Department of Education resources that can be leveraged in order to support and assist work in the school, other schools or educational organizations, and other student support organizations.  
Performs related work.

**Reports to:** Principal

**Key Relationships:** Teachers, students, families and school staff.

**RESPONSIBILITIES:**

- Plans, implements, coordinates, monitors and/or evaluates programs providing important community services in the areas of family outreach, student support and outside partnerships and resources. Performs difficult work in the preparation of planning documents required for funding student programs in the areas of after-school work, tutoring, student internships, student summer programs, and family programs.
- Prepares evaluation reports, performs analyses and reviews program plans, funding and performance.
- Makes recommendations on program processes and procedures.
- Provides authoritative interpretation of complex problems related to such issues as all programs and outreach mentioned above.
- Provides technical assistance and training to staff in techniques of program implementation and management.

**QUALIFICATIONS**

**Minimum Requirements**

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.

**Salary:** \$45,497 - \$70,628

**Application:** Please send cover letter and resume, no later than **March 16, 2010**, to:

Julie Conason  
Humanities Preparatory Academy  
351 W. 18<sup>th</sup> St.  
New York NY 10011  
Email: [JConaso@schools.nyc.gov](mailto:JConaso@schools.nyc.gov)

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

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