



### **Contact Information**

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### **Organization Overview**

Community Partnership School was founded in 2006 by Germantown Academy, the nation's oldest non-sectarian day school in the U.S., and Project H.O.M.E., the fastest growing social service non-profit in Philadelphia, to address achievement gap concerns in North Philadelphia and, by extension, the city. CPS is a private, independent school serving 85 students in grades pre-kindergarten through fifth.

Located in an under-resourced neighborhood in North Philadelphia, CPS offers low-wealth, low-income families a high-quality, affordable elementary school alternative for their children. The need for quality school alternatives in Philadelphia, specifically in the Strawberry Mansion neighborhood in which our school is located, is enormous. 66% of adults in our zip code area do not have a high school diploma and 96% lack a bachelor's degree. The average SAT verbal score for students attending neighborhood high schools is 300 points (out of 800). Additionally, just two years ago, more than 75% of the students in our neighborhood who actually graduated from high school failed some portion of the annual standardized test administered state-wide that spring.

### **Position Detail**

**Title:** Outreach Manager

### **Responsibilities**

#### *Manage Volunteer and Partnership Programs*

The Haverford House Fellow will have primary responsibility for managing the school's Volunteer Program, including recruiting, orienting, scheduling, and providing ongoing support for all volunteers. The Haverford House Fellow, under the supervision of CPS' Civic and Community Engagement Officer, will work to ensure that volunteers have a positive, meaningful experience and that they successfully complete their tasks.

The Fellow, under supervision of CPS' Student Initiatives Officer, will manage a portfolio of the School's existing partnerships with schools, community organizations, and corporations (ex: Abington Friends School, Temple University, and SEI Investments), including coordinating visits to CPS and organizing volunteer and other collaborative opportunities. The Fellow will also research and implement partnerships with additional organizations and corporations to increase CPS's public profile and engage new constituents in fulfilling the School's mission.

#### *Assist with Communications and Development Initiatives*

The Fellow will be an integral part of CPS' communications and advancement efforts. Specific tasks include:

- Designing various publication materials for the School (ex: e-blasts, event invitations, newsletters, Fact Sheets, volunteer flyers, etc.)

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- Creating and publishing content on CPS website and social media outlets, including communicating with faculty about feature story possibilities, interviewing students/families/teachers, participating in and photographing classroom and special activities
- Coordinating student involvement in special event opportunities, i.e. preparing students to serve as greeters, speakers, and presenters
- Assisting in the growth and operations of the CPS' Young Friends group—attend meetings, assist with marketing events, and brainstorm new ways to engage young professionals
- Generating and implementing new communication projects with Advancement team
- Assisting the Advancement office in additional fundraising and communications projects, including grant writing, foundation research, solicitation mailings, etc.

#### *Other*

As a valuable member of a collaborative school team, the Fellow will have the opportunity to work on additional projects based on his/her interests and experiences. For example, in previous years, interns and fellows have taught Spanish lessons to students, led the school's "No Place for Hate" Committee, and developed and implemented assorted school-wide multicultural and social justice related projects.

In addition to serving on our professional team, a Fellow can expect to collaborate regularly with CPS students, families, volunteers, and occasionally Board members and vendors.

The Fellow will spend the first month on the job in training with the CPS administrative staff prior to Labor Day. The Fellow will participate in all orientation activities scheduled for new staff members, as well as regular pre-school faculty/staff meetings in mid-late August. Just before Labor Day, students return and the regular school-year, as well as the Fellow's regular day-to-day tasks, begin in earnest.

#### **Job Qualifications**

Students curious about careers in educational/non-profit leadership, teaching, and/or institutional advancement will find this fellowship particularly fulfilling. Additionally, students with sound communication and interpersonal skills will be a good fit. While the Fellow's responsibilities will go beyond only working with children, the Fellow must have a kid-friendly temperament in order to function effectively in this environment.

#### *Other specifics follow:*

- Demonstrated commitment to equity and social justice
- Ability to convey information clearly for varied audiences
- Strong organizational skills with ability to manage multiple priorities and projects simultaneously
- Strong written and verbal communication skills
- Highly skilled at appropriating web based/electronic tools and applications
- Optional skills that are a plus: experience with Microsoft Publisher or other desktop publishing software, photography, web/graphic design skills.