



## Community Engagement Associate – 2018-19 Job Description

### ***School Overview***

Founded in 2006, **Community Partnership School (CPS)** is a PreK through 5<sup>th</sup> grade independent elementary school located in North Central Philadelphia. Community Partnership School works tirelessly toward realizing its ambitious mission: to meet talent with opportunity by providing pre-kindergarten and elementary aged children from low-wealth, low-income backgrounds in North Philadelphia with a high-quality, affordable education that prepares them for lifelong success and strengthens the communities to which they belong.

### ***Job Detail***

The Community Engagement Associate (CEA) will work closely with CPS' Family Life Team, Community Connections Committee, and Advancement Teams, reporting directly to the School's Family Life Coordinator.

Specific duties include:

- Help facilitate family programming and engagement, which will require working occasional evenings
- Assist Family Life Coordinator with developing health and wellness initiatives for the CPS community
- Research health and wellness related grants and funding opportunities
- Actively support CPS' transition to its new facility
- Identify and maintain partners that will strengthen collaborative endeavors at our new location
- Research summer academic/enrichment resources for CPS students
- Occasionally provide support to PreK-5th grade teachers during instruction, recess, and meal time

The CEA will also support strategies for

- creating and publishing content on CPS website and social media outlets, including interfacing with faculty re feature stories, interviewing students and families, participating in and photographing various program-related activities
- coordinating student involvement in special event opportunities, i.e. preparing students to serve as greeters and presenters
- assisting in the growth and operations of CPS' Young Friends group by assisting with marketing events and brainstorming new ways to engage young professionals

In addition, the CEA can expect to collaborate with CPS students, parents and guardians, staff members, volunteers, and occasionally Board members and vendors.

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

### ***Job Qualifications***

Individuals curious about careers in non-profit/education leadership, community organizing, and program development will find this job particularly fulfilling. Candidates with sound communication and interpersonal skills will be a good fit for this role, and individuals must have a kid-friendly temperament in order to function effectively in this environment.

Other specifics follow:

- Ability to convey information clearly for varied audiences
- Demonstrated commitment to diversity and social justice
- Strong organizational skills with ability to manage multiple priorities and projects simultaneously
- Highly skilled at navigating and appropriating web based/electronic tools and applications