

Job Title:	Senior Community Hub Coordinator
Grade Level/Terms of Employment:	Grade 126/12 months
FLSA Status:	Exempt
Work Location:	Regional Community Hubs
Immediate Supervisor:	Director, Family Engagement, Office of Engagement

General Description

Community hubs are community-based centers in each of the four regions of the city. At these hubs, Regional Community Hub Coordinators lead efforts to support families, specifically working to increase student attendance, by strengthening the connection between school, home, and community and helping families build protective factors and by building upon family strengths, providing resources, and ensuring student advocacy that informs division programs and policies. The Senior Regional Community Hub Coordinator serves as a mentor and support to all Regional Hub Coordinators and serves as a division wide neighborhood resource.

Essential Duties and Responsibilities:

- Creates division-wide strategy for neighborhood outreach and family visits
- Develops and maintains relationships with families, school staff, communities, and a variety of public agencies and neighborhood-specific organizations providing services to youth
- Supports Regional Hub Coordinators and Family Liaisons in developing district-wide outreach plans
- Supports professional development for Regional Hub Coordinators and Family Liaisons
- Develops and executes a clear strategy to ensure Family Liaisons lead family attendance meetings consistently and with fidelity
- Develops, reviews, and monitors plans for chronically absent students across all Regional Hubs
- Understands barriers related to attendance and how to address those barriers alongside families
- Serves as designated attendance officer
- Supervises dropout recovery strategies and monitors all community efforts
- Coordinates logistics and transportation for all regional hubs
- Supports daytime and evening Office of Engagement activities

Qualifications:

- Associates or Bachelor's degree in social work, human services, counseling or related work experience
- Ability to work independently, take initiative, and solve problems creatively
- Excellent communication (oral and written), organizational, presentation and public relations skills
- Demonstrated understanding of and sensitivity to the diverse cultural, ethnic, and socio-economic backgrounds of families

- Ability to work a flexible schedule and participate in evening and weekend events
- Community organizing and engagement experience preferred
- Fluency in English and Spanish preferred
- Experience with school, family, and community planning activities and programs preferred
- Strong computer skills including proficiency with Microsoft Office Suite and Google applications preferred
- Ability to stand for long periods of time, walk for long distances, climb stairs, and move frequently in and out of a car
- Possession of a valid VA driver's license and satisfactory driving record which includes no at-fault accidents or moving violations during the past year, or no more than one at-fault accident or moving violations during the past three years and no DUI (driving under the influence of alcohol or drugs) convictions