
Position: Community Coordinator
(Non-Represented) AR 4351.3

Department: School Sites

Reports To: Site Principal

SUMMARY

Under the direction of the school Principal and the Live Oak Cradle to Career (C2C) Family Engagement Manager, engage and support families in fostering their child's education, health and character development; encourage and coordinate parent education and involvement in various school programs and C2C activities; perform liaison duties between administrators, personnel, parents and community partners; support the development of the C2C Initiative through leadership, communications, and committee facilitation.

NATURE AND SCOPE

About the Live Oak Cradle to Career Initiative: The Live Oak Cradle to Career (C2C) Initiative was formed by Live Oak parents, local education, health, and social service leaders working together to ensure that all Live Oak children can reach their full potential. The initiative is modeled on successful, long-term efforts (Harlem Children's Zone, Promise Neighborhoods) that target high-need areas with integrated support systems resulting in dramatic longitudinal improvements in high school graduation and college entrance rates and more. Like these initiatives, Live Oak C2C embraces a family-centered, all-hands-on-deck framework to ensure that all Live Oak children are happy, healthy and ready to succeed in school, college & career.

DISTINGUISHING CHARACTERISTICS

This position is not within the collective bargaining unit. Demonstrates strong leadership abilities and a high-level competence in multiple skill areas.

ESSENTIAL TYPES OF DUTIES

- **Outreach & Engagement:** Conduct direct outreach to parents and guardians (via in person, phone, text, email) and activate them to participate in various activities and leadership roles; Refer parents to school and community resources; Participate in various school meetings (ELAC, Home & School Club), Live Oak Cradle to Career meetings, Live Oak Community Care Team and other community meetings and events; Facilitate two-way communication with teachers
- **Leadership:** Manage the Live Oak Cradle to Career Parent Leadership Committee; Support parent leaders in setting meeting agendas, running monthly meetings, drafting meeting notes, delegating tasks, and outreaching to other parents; Assist in the formulation of C2C goals and plans utilizing the participation of parents, community members and school personnel; Recruit and support parents to participate in school and community decision-making (e.g. Local Control Accountability Planning, lobbying); participate in monthly C2C Steering Committee meetings; supervise interns and volunteers; Facilitate communication and collaboration between the school district, Cradle to Career Parent Leadership Committee and community agencies
- **Event planning:** Coordinate logistics for workshops, events and other parent-directed activities (Active Family

Nights, ESL, Passion for Produce)

- **Communications:** Produce regular newsletters (Mailchimp); Develop bilingual flyers, overviews, slideshows, forms, and letters; Manage C2C website, Facebook page, and Google calendar
- **Data:** Maintain detailed records, including attendance, meeting notes, and database management; create data displays, prepare reports, conduct parent surveys
- **Administration:** arrange payments, incentives, interpretation, childcare, schedule meetings and events; Assist with interpretation and translation
- Other related duties as assigned

QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITIES

- Bilingual Spanish & English (oral and written)
- Demonstrated commitment to social justice and racial equity
- Brings ambition and a growth mindset, with a desire to cultivate leadership skills in oneself and others
- Excellent interpersonal communication skills (oral and written) and ability to establish and maintain cooperative and effective working relationships with others
- Demonstrated ability to prioritize and self-direct, working effectively with little direct supervision
- Demonstrated ability to coordinate projects effectively
- Strong computer skills and ability to learn new applications
- Strong administrative, organizational & time management skills
- Available for occasional nights & weekends

EDUCATION AND/OR EXPERIENCE

- College degree in Education, Sociology, Psychology, Community Studies, Communications, or related fields
- 2+ years experience working in diverse communities

DESIRED QUALIFICATIONS

- Bicultural
- Experience with community organizing, facilitation, adult education, advocacy, and/or immigrant rights

TERMS OF EMPLOYMENT

Ten Month, 40 hour per week position. 195 work days + 14 paid holidays, variable schedule

EVALUATION

The School Principal will evaluate this position with input from the C2C Family Engagement Manager.