

COMMUNITY ENGAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and developing strong connections between school and home. The Community Engagement Coordinator assists the district in building a community framework to ensure that all students are prepared with the skills and competencies to pursue college and careers by creating and sustaining a welcoming environment for families, reciprocal communication and establishing partnerships with community organizations and families. The incumbent identifies plans and coordinates community events to build connections. The incumbent is also responsible for coordinating distribution of materials relevant to community engagement. The work is performed under direct supervision of the Director of Communications with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is not a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Works collaboratively with senior-level administration to support their efforts to enhance connections between school and home through regular school-based events such as workshops and focus groups;
- Leads all aspects of planning, coordinating and staffing annual district community-engagement events and activities;
- Identifies and leads all aspects of planning, coordinating and staffing additional community events at which district participation would expand engagement with families and community members promote the district and provide additional opportunities to share strategic and timely information about specific initiatives, programs and services;
- Represents the Communications Office and the district at parent and community meetings;
- Develops and supports a network of community partners to assist with the dissemination of district information and materials;
- Coordinates distribution of relevant and timely materials to community partners;
- Assists with the development of materials for public meetings and events;
- Coordinates, organizes and supports the district's team of community outreach liaisons;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the district and community;
- Good knowledge of social media and various computer applications;
- Ability to write and edit print and electronic communications and marketing materials;
- Ability to deal and resolve conflict;
- Ability to speak clearly and effectively handle the communication of information;
- Ability to represent the district well;
- Strong organizational skills;
- Strong interpersonal and communication skill; both in writing and verbally;

- Maturity;
- Friendliness;
- Good judgement;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: Either:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and five (5) years of experience in community relations, community engagement or a related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and seven (7) years of experience in community relations, community engagement or a related field; OR
- C. An equivalent combination of training, education and experience as defined by the limits of (A) and (B) above.