

JOB DESCRIPTION

JOB TITLE: Community School Coordinator (Pimlico Elementary Middle School)
DEPARTMENT: Community and Human Services
REPORTS TO: Director of Human Services and Operations

ORGANIZATION:

Park Heights Renaissance, Inc. (PHR) is a 501(c)(3) organization whose mission is the revitalization of Baltimore's Park Heights community, which comprises 13 distinct neighborhoods and more than 30,000 residents. A young and dynamic organization, PHR is implementing a master plan for the community that includes housing development, commercial redevelopment, community capacity building and outreach, and human development. The activities of PHR are grouped into two divisions: Economic & Community Development, and Community & Human Development.

EXPECTATION OF ALL EMPLOYEES:

Employees will support the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect personalization, commitment to our community and accountability and ownership.

DUTIES AND RESPONSIBILITIES:

Specifically, the Community School Coordinator (CSC):

Partnership Development and Program Implementation

- Develops and implements an action plan for identifying, recruiting and managing partnerships and services at the school in alignment with PHR's mission, Family League Scope of Work and Pimlico Elementary/Middle School priorities.
- Manage existing partnerships and develops new ones, co-designs and coordinates partnerships to bring services, programs and volunteers to the schools, developing the necessary work plans.
- Supervise programs and volunteers, ensuring high quality of programs.
- Connects students, families and community residents to services and programs, with particular focus on students at risk of chronic absence and disciplinary action
- Raises funds and in-kind donations to support programming

Developing School Advocates

- Recruits, organizes, trains and develops parents and community members as school advocacy leaders, ensuring family and community connection to learning, engagement in school decision making and school improvement
- Engages school advocates in citywide and statewide education issues such as Advancing Community Schools in Baltimore and the Baltimore Education Coalition
- Engages neighborhood associations, residents, businesses, faith institutions and community leaders in the success of the school

Communication and Coordination

- Clearly communicates the Community School strategy and PHR mission to ensure understanding and collaboration among all stakeholders
- Attends Service Provider’s Network meetings to facilitate communication and collaboration
- Helps cultivate collaboration with local elected officials and community partners and donors
- Works with stakeholders and school leadership to ensure programming is aligned with school efforts

Reporting and Evaluation

- Aids in the evaluation of Community School programs by reporting partner data, volunteer data and relevant school data such as attendance, school safety, demographic and academic achievement
- Regularly meets with partners to evaluate programs
- Implements communications plan to share successes with the public

Supporting the mission and goals of PHR

- Attends weekly Community School Staff meetings and monthly PHR staff meetings, along with trainings, events and professional development as required
- Other duties as required by the program or requested by PHR senior staff

QUALIFICATIONS

The successful candidate must have 2 years’ work experience, preferably in a school or non-profit setting, and a Bachelor’s degree in Education, Social Work or a related field, Masters preferred.

*******Interested candidates should send cover letter and resume to Tony Bridges, Director of Human Services and Operations at tbridges@phrmd.org.**