

Community School Coordinator Position Vacancy Announcement

EMPLOYMENT PREFERENCE: Preference given to District of Columbia residents; additional preference given to Wards 5 or 6 residents; to be granted preference, an applicant must: (1) be qualified for the position; and (2) submit evidence of residency at the time of application.

MISSION: To Strengthen Families and Build Vibrant Communities in Washington, DC

BRIEF DESCRIPTION OF DUTIES: Under the direction of the Program Director, this position develops and coordinates Full-Service Community School programs and initiatives. S/he is responsible for the day to day maintenance of the community school including securing and maintaining community partnerships, integrating eligible services into the school community and assuring that students, parents, and community are participating in these services, coordinating the work of the Community Advisory Board, data collection, and reporting. Conducts outreach and engagement activities with key community members and entities in order to support and strengthen families and students within the community. All activities are conducted in accordance with the organization's established policies and procedures, contract requirements, legal requirements, and best practice standards.

QUALIFICATIONS REQUIRED:

- BA or BS in education or social work related field required. MSW preferred. Minimum of five (5) years of experience in a community-based setting and/or educational setting; and Two (2) years of program planning and implementation experience
- Valid driver's license, copy of driving record and proof of valid auto insurance
- Police clearance and Child Abuse Registry clearance and DCPS Clearance
- Availability during evenings and weekends
- Preferred resident of E/BFSC serving area
- Health certification and TB screen

Skills and Competencies Required

- Effective verbal and written communication skills
- Effective interpersonal skills
- Demonstrates the ability to work independently with strong organizational skills
- Demonstrates initiative and leadership qualities with the ability to relate to young people
- Driving or ability to use public transportation
- Personal computer proficiency (Microsoft Office preferred)
- Demonstrated cultural competence and responsiveness
- Demonstrated commitment to service and the well-being of families and communities
- Demonstrated knowledge of the homeless continuum of care
- Valid driver's license, copy of driving record and proof of valid auto insurance
- FBI clearance and Child Abuse Registry clearance

- TB screening
- Drug and Alcohol Screening
- Availability during evenings and some weekends

PHYSICAL REQUIREMENTS: This position requires movement, stairs, and outside client contact on a very regular basis. This position requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or regionally.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Candidates must submit resumes to Human Resources at HR@ebfsc.org. Please include position title in subject line.