

## JOB DESCRIPTION

**Position:** Community School Coordinator (Sheridan Elementary School)

**Program:** Promesa Boyle Heights

**Status:** Full-time, Non-Exempt (Coordinator 1 Level)

**Compensation:** \$18/hr-\$26/hr.

**Hours:** 9:00am to 5:35pm On-site

**Reports to:** Senior Manager for Community Schools

## ABOUT PROMESA BOYLE HEIGHTS

Promesa's mission is to improve conditions in Boyle Heights at the individual, school, and systems level by building a movement of partner organizations, students, and families collaborating to close the opportunity gap and strengthen supports for students from cradle through college and career. For more information, visit:

[www.promesaboyleheights.org](http://www.promesaboyleheights.org).

Promesa Boyle Heights is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where:

1. Every individual has access to a range of supports in the home, in our schools, and in the community to foster school and life success;
2. Organizations are collaborating and closing the opportunity gap amongst the most marginalized and underserved populations in our community, and;
3. A powerful, resident-led collaborative is winning system-level policy changes that create a safer, healthier, and more stable Boyle Heights.

## POSITION OVERVIEW

**Summary:** The Community School Coordinator at Sheridan Elementary School will support the launch, implementation and success of the Community-School model at new partner schools in Boyle Heights that are part of the PBH Collaborative. Promesa's unique partnership between schools, families, and community partners aims to ensure student success, leadership development, and the integration of academic and wellness strategies. The coordinator will manage relationships, facilitate meetings and trainings, analyze academic and community data for team learning and discussion, and drive the implementation of key initiatives at new partner schools

## KEY RESPONSIBILITIES:

### Community-School Model Implementation

- Build and maintain relationships with a wide-range of partners. These include youth, parents, educators, community partners, and institutional leaders;
- Conducts individuals check-ins with administrators, partner organizations, teachers, and parent leaders to foster collaboration and to learn about each stakeholder's priorities at school site
- Establish and facilitates community partner meetings and ensure ongoing communication;
- Assess needs and gaps in the schools and help leverage partnerships, systems and resources to address academic and wellness gaps in the school and community;
- Develop and manage operating plans, timeline and delegation of tasks for key initiatives;
- In collaboration with Senior Manager for Community Schools, provide updates regarding CS model implementation to Principal, administrative staff and other school based stakeholders.

### **School Based: Capacity Building**

- Establish and facilitate monthly Academic and Wellness Partner meetings and ensure ongoing communication and progress towards shared goals in year 2 of model implementation
- Co-create structures for bringing in resources and workshops to parents and community on topics that were elevated during needs assessment and asset mapping process (e.g. wellness, housing, immigration, etc.) with the support of the Senior Manager for Community Schools
- Assist with planning and coordination of professional development opportunities for teachers on topics that were elevated during needs assessment and asset mapping process (e.g. socio-emotional learning strategies, Restorative Justice, supporting students in crisis, etc.) with support of Senior Manager for Community Schools.

### **School-Based: Data and Evaluation**

- In collaboration with the Senior Manager for Community Schools, the CS Coordinator will implement systems/tools on the use of academic & wellness data to inform learning & growth among various partners while fostering leadership and professional development.
- Support in the collection, design and implement quantitative and qualitative evaluation and reporting tools;
- Support in assessing data to inform strategy for the implementation of the Community School model at Roosevelt High school

### **Promesa-Wide Responsibilities**

- Participate in weekly team meetings, check-ins, professional development, and retreats
- Support linkages to other focus areas: Early Education, Ed Justice Organizing work, Post-Secondary, etc.
- Support all-hands on deck events (e.g. General Assemblies, Steering Committees Meetings.) and implementation of strategic plan
- Assist with data collection and reporting for grants (in partnership with Promesa staff)

### **QUALIFICATIONS**

- Bachelor's degree preferred
- 1+ year experience with program management, youth development or parent engagement preferred
- Knowledge of collective-impact models, youth development, instructional practices, or community organizing is a plus;
- Detail oriented with effective time management skills.
- Excellent critical thinking and problem-solving skills.
- Ability to be an effective team player and to work independently.
- Ability to thrive in a fluid, entrepreneurial environment; willingness to "roll up one's sleeves" and extend beyond formal responsibilities based on the needs of the work.
- Experience leading or participating in a community-based initiative, collaborative, collective impact, or coalition.
- Spanish-speaking ability or Boyle Heights lived experience is a BIG plus;

### **WORK ENVIRONMENT:**

Promesa Boyle Heights is housed under Proyecto Pastoral. **Proyecto Pastoral at Dolores Mission** is the backbone organization for the Promesa Boyle Heights collaborative. Proyecto Pastoral is an equal opportunity employer. Women, LGBTQIA and people of color are encouraged to apply. Proyecto Pastoral was founded in 1986 by community residents and the California Province of Jesuits. It has grown into a

highly effective community building organization serving more than 6,000 children, youth and families annually through early education centers, youth development programs, as the backbone organization of Promesa BH, homeless shelters and organizing initiatives. For more information, visit:

[www.proyectopastoral.org](http://www.proyectopastoral.org).

The Proyecto Pastoral staff (and by extension Promesa Boyle Heights) strives to maintain a high degree of trust, team spirit, and energy while working to build community power and capacity. While employed by Proyecto Pastoral, the Analyst works closely and is also accountable to the Promesa Boyle Heights General Assembly and Steering Committee and the partner organizations. The Promesa Boyle Heights offices are located at the main office site of Proyecto Pastoral and current work space is an open floor plan.

#### **TO APPLY**

Current resume and letter of interest should be sent electronically to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org) with the subject line: **Community School Coordinator** positions will be accepted until the position is filled. We encourage interested applicants to submit as soon as possible.

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