



## Parent and Community Coordinator

### ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org).

### POSITION SUMMARY

The LA Promise Fund Parent and Community Coordinator will report to the Director of Parent and Community Outreach and be primarily located at a school site. The Parent and Community Coordinator will be heavily involved in the day-to-day parent engagement operations of both LA Promise Charter Middle School #1 and LA Promise Charter High School #1. Specifically, the Parent and Community Coordinator will coordinate and outreach to parents to ensure and track participation in school activities. The Parent and Community Coordinator will also work with school site faculty and LA Promise Fund team members to build parent engagement at the school site to improve their children's academic success. This position will also co-lead charter school recruitment efforts and create a feeder school pipeline.

### PRIMARY RESPONSIBILITIES AND DUTIES

- Implementing school site and LA Promise Fund parent engagement initiatives and programs
- Assist in the identification, recruitment, retention and training of parent volunteers
- Lead phone-banking efforts as needed
- Keep records of parent involvement, volunteer assistance and contact information/databases
- Coordinate and facilitate parent workshops and trainings in a constructive manner
- Interpretation/translation as needed
- Attend various school community meetings
- Co- Lead charter school recruitment efforts
- Outreach and track feeder school pipeline
- Recruit and engage parents to attend, participate and complete the various Promise Parent College workshops series and initiatives
- Outreach and track through database management the number of parents actively involved in parent volunteer opportunities, workshops, Promise Parent College workshops series and initiatives
- Coordinate and facilitate quality workshops and trainings for parents
- Coordination includes planning and scheduled with parent input, marketing to parents, and ensuring high quality programming is delivered and implemented
- Track parent volunteer hours; maintaining a current parent roster through database management that includes phone, email, addresses, etc.
- Coordinate an end of year celebratory parent event to highlight parent engagement success
- Other duties as assigned

## **CANDIDATE REQUIREMENTS**

### ***Education and Experience***

- High School Diploma or equivalent required
- A minimum of 1 year of parent engagement experience and/or previous school site operation experience required

### ***Knowledge, Skills and Abilities***

- Bilingual/Bi-literate in Spanish & English required
- Create and maintain a positive attitude in the work environment
- Able to use Word, Excel and Outlook
- Ability to work with others in a calm, positive, and professional manner
- Excellent organizational and communication skills
- Ability to multi-task and meet deadlines
- Interpersonal and communication skills
- Strong leadership
- Works well in team-oriented environments
- Create and maintain a positive attitude in the work environment
- Ability to work with others in a calm, positive, and professional manner
- Entrepreneurial - a hard worker with a high-energy level, an action-oriented individual who excels in an afterschool environment
- Ability to overcome obstacles and problem solve
- Ability and willingness to work occasional early mornings and weekends
- Commitment to LA Promise Fund mission
- Must clear a criminal background check
- Must have a TB test performed
- Must take Mandated Reporter training

## **COMPENSATION**

**Hourly Rate: \$15-18/hour**

**Expected weekly hours: 40 hours per week**

Hourly compensation is commensurate with qualifications and experience. This position is a full-time, hourly with benefits and with occasional evening and/or weekend hours.

### **How to Apply**

E-mail your cover letter and resume to [careers@lapromisefund.org](mailto:careers@lapromisefund.org).