

## **SCHOOL DISTRICT OF PHILADELPHIA**

**Title:** Coordinator, Community Outreach and External Affairs

**Department:** Office of School Safety

For forward-thinking administrators and educators opportunities abound in the School District of Philadelphia. The School District of Philadelphia is committed to transforming the education opportunities it offers the city's more than 203,000 school-aged children. The District seeks leaders who have a passion for working with schools, principals and communities who are committed to ensuring all students achieve. Serving a population as diverse as ours requires creativity, commitment and vision. Will you join us?

### **Job Summary**

This is administrative and managerial work in the assigned office. Participates in the coordination and facilitation of communication projects and initiatives. Facilitates on-going communication, including internal District communication with District partners, stakeholders, as well as communication with families, community members, community leaders, and elected officials about key initiatives within the assigned office. Develops processes and programs to market, promote and advance the work of the assigned office through various communications and media outlets.

### **Essential Functions**

#### **Office of School Safety Specialty**

- Works with School Safety leadership and other team members as necessary to develop and execute a comprehensive communications strategy.
- Maintains communication with a wide range of stakeholders and increases community awareness of Office of School safety programs and initiatives, as well as critical safety and security updates.
- Develops and sustains communication with stakeholders.
- Develops agreements with relevant community partners which are reviewed and approved by the appropriate District offices.
- Conducts regular meetings with community partners.
- Develops and actively manages day-to-day communications via a variety of outreach methods, including social media.
- Assists in supporting and coordinating departmental programmatic activities and special projects.
- Keeps abreast of current issues and changes in school safety, youth development, and juvenile justice.
- Prepares oral presentations and writes reports to present findings to School Safety leadership.
- Develops materials, displays, and programs to promote Office of School Safety programs and services, missions, goals, and enhance consistency and accuracy in those efforts.
- Serves as a member on teams evaluating Requests for Qualifications (RFQ) or Requests for Proposals (RFP) for professional services.

### **Minimum Requirements**

#### **Office of School Safety Specialty**

- Bachelor's degree from an accredited college or university.

- Three years of full-time, paid, professional administrative support experience which has involved coordinating and monitoring activities pertinent to schools, community development, youth development or juvenile justice.

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

#### **Demonstrated knowledge of:**

- the methods and techniques used in the effective planning and administration of short and long-term projects.
- administrative and budgetary practices and procedures.
- the current methods, processes and techniques utilized in the implementation of initiatives.
- the principles and practices of community organizing and advocacy.
- the methods and techniques used in effective program planning, design and administration.
- Web and multi-media technologies for use as communication tools.
- current social media tools, trends and techniques.

#### **Demonstrated ability to:**

- coordinate and organize meetings and community forums.
- interpret all relevant District, federal and state rules and regulations pertinent to the assigned office.
- access and coordinate community resources.
- maintain necessary records and files, and compile information in report form.
- process multiple tasks simultaneously and adhere to timelines.
- understand and follow verbal and/or written directions.
- interact with staff on all levels internal and external to the District.
- operate a personal computer.
- communicate effectively, both orally and in writing.
- establish and maintain effective working relationships.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Applications will be accepted until **December 19, 2021**, those interested are encouraged to apply as soon as possible.

For complete details and to

apply: [https://aa080.taleo.net/careersection/sdp\\_external\\_career\\_section/jobdetail.ftl?job=50005994&tz=GMT-05%3A00&tzname=America%2FNew\\_York](https://aa080.taleo.net/careersection/sdp_external_career_section/jobdetail.ftl?job=50005994&tz=GMT-05%3A00&tzname=America%2FNew_York)