



**BUSINESS OF SPORTS SCHOOL (02M393)  
COMMUNITY COORDINATOR**

**Position Summary:** Under the supervision of the principal, will work on coordinating, maintaining, promoting and developing school programs to improve community and industry involvement and civic service. This will include programs and activities with professionals in the sports management, marketing, and media industry, as well as outside agencies, groups and individuals, such as FEGS. Performs related work.

**Reports to:** School Principal

**Key Relationships:** Serves as a liaison between school administration and industry and community corporations and organizations by coordinating and facilitating communication between the school, students, families, community organizations and groups that these vital organizations represent.

**RESPONSIBILITIES**

- Coordinates activities (industry speakers, panelists, and providers of internships and corporate visits) in the areas of sports management and marketing to improve school-industry relations and to encourage participation from the industry.
- Provides technical assistance and training presentations to community members, staff and parents.
- Prepares newsletter reports, updates website, collects data and coordinates meetings and events with industry members.

**QUALIFICATIONS**

**Minimum Requirements**

1. A baccalaureate degree from an accredited college and two years of experience in industry work or industry centered activities in an area related to the duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Preferred**

- Generally related sports industry experience.
- Satisfactory record of attendance and punctuality.
- Demonstrated ability to work with students, parents, teachers and supervisors.
- Knowledge of school program objectives.

**Work Schedule:** Annual Position (as well as some Saturdays)

**Salary:** \$45,497+

**Application:** Please send cover letter and resume, no later than **February 12, 2010** to:

Principal Joshua Solomon  
Business of Sports School  
439 W 49 St, Room 543  
New York, NY 10019  
Email: [Joshua.Solomon@schools.nyc.gov](mailto:Joshua.Solomon@schools.nyc.gov)  
Fax: 212-246-2913

**NOTE: The filling of all positions is subject to budget availability.**

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 923, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

Please Post