



**BROOKLYN ACADEMY OF GLOBAL FINANCE (16K688)  
COMMUNITY ASSOCIATE**

**Position Summary:** Under the supervision of the principal, will work on coordinating, maintaining, promoting and developing school programs to improve community involvement and civic service. This will include programs and activities with such outside agencies, groups and individuals as National Academy Foundation, Park Slope Wellness Center, and the Small Business Development Group. Will also work on developing the school community. Performs related work.

**Reports to:** School Principal

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

**RESPONSIBILITIES**

- Coordinates activities in the area's career and college fairs to improve school-community relations and to encourage participation from the community.
- Provides technical assistance, training and presentations to community members, staff and parents.
- Prepares evaluation reports, collects data and coordinates meetings with community members.
- Participates in school-related community development programs as described above.
- Coordinates contacts with parents and outside agencies to elicit their support and participation in group activities.
- Works on internal community development.

**Qualification Requirements:**

**Minimum**

1. High School graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Preferred**

- Generally related community 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

**Salary Range:** \$32,237+

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

Lena Borst  
Brooklyn Academy of Global Finance  
125 Stuyvesant Ave.  
Brooklyn, NY 11221  
Email: [LBorst@schools.nyc.gov](mailto:LBorst@schools.nyc.gov)

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

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