



**ACADEMY FOR SCHOLARSHIP AND ENTREPRENEURSHIP (11X270)
COMMUNITY ASSOCIATE**

Position Summary: The Academy for Scholarship and Entrepreneurship combines rigorous college and academic programs with a world class personalized business curriculum that unleashes the talents and potentials of all scholars and develops high achieving academically and economically responsible leaders who will succeed in college and business. This school is a part of the Leadership Learning Support Organization and maintains a strong partnership with the College Board, children's aid society, JA, and NFTE.

We seek an individual who is committed to community development and collaboration. The Community Associate will support the school in its efforts to increase and maintain communication between the school and its community partners, NFTE, JA, and CAS.

Reports to: Assistant Principal/Principal

Key Relationships: Act as a school community-based program liaison to provide counseling and staff support for our academic, business and interdisciplinary themes through the implementation of an internship program through our business and entrepreneur coursework. Serve as the liaison between various internship sites within the community.

RESPONSIBILITIES

- Serve as liaison between the guidance department, business department, and internship sites to establish and maintain appropriate placement and student involvement in internship programs.
- Prepare required reports, review logs and track graduates to determine long-term effectiveness of the program.
- Assist school staff with monitoring internship sites including the existing partnership with corporations and their subsidiaries as well as with various law firms.
- Conduct internship seminars to prepare interns for resume and cover letter writing, interview skills, professional responsibilities and time management.
- Meet frequently with parents, staff and community members to determine and evaluate effectiveness of above programs.
- Develop partnership with corporations, CBO's and small businesses that will support the school's mission.

QUALIFICATIONS

Minimum Requirements

- 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
- Education and or/experience which is equivalent to above.

Preferred

- Experienced with computer applications including Microsoft Excel.
- Ability to develop and/or implement action projects.
- Demonstrated experience with conflict resolution and case management.
- Strong interpersonal skills.
- Excellent communication skills.

Salary: \$32,237+

Application: Please send a cover letter and resume, no later than **February 16, 2010**, to:

Zenobia White, Principal
Academy for Scholarship and Entrepreneurship
921 East 228th Street
Bronx, New York 10466
Or
E-mail: Zwhite2@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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