



## SUMMARY

The Milwaukee Community Schools Partnership is currently looking for two (2) individuals to work in partnership with United Way, Milwaukee Public Schools, Milwaukee Teachers' Education Association and a community-based organization as a **Community School Coordinator!** One coordinator will be supporting the school transformation model at **BRADLEY TECH HIGH SCHOOL**; whose lead agency will be **MILWAUKEE CHRISTIAN CENTER.**

Each position will be hired through a community-based organization and work to support the Community School model at one school through family & community engagement, developing communication systems, and recruiting & managing partnerships & resources around school goals ultimately to bring forth school transformation.

The Coordinator will work as part of a "special project" that is fully funded through grants and contracts. The position contract is reviewed for renewal annually. Position will have multiple evening and weekend responsibilities, including a potential nontraditional schedule with hours as early as 7am or late as 7pm. Final schedule to be determined based on designated partner school needs.

## KEY JOB FUNCTIONS

- Coordinate and manage community partnerships and resources in accordance with the Community School Action Plan including the facilitation of regular meetings and ongoing communication among partners and school staff to ensure effective integration.
- Participate in the development of the school's asset map and priority assessment. Continuously engage community in ongoing assessment and activities as a successor to the initial community asset map and priority assessment process.
- Work closely with the Community School Leadership Team to create a Community School Action Plan that implements programs and services which are coordinated and well-aligned to articulated goals for the partner community school.
- Facilitate monthly Community School Leadership Team meetings (administration, school staff, parents, students, community residents, community partner organizations). Guide Community School Leadership Team to assure successful alignment and implementation of resources to the Community School Action Plan.
- Facilitate communication and relationship-building with community partners, key stakeholders, and volunteers including participation in community groups and/or committees as a representative of designated partner school.
- Participate in appropriate school and community meetings (i.e. Learning Team), community partner organization meetings, neighborhood association meetings and parent organization meetings to ensure strategic communication and alignment
- Serve as key contact person for school staff seeking support or enrichment for students and families.
- Develop and maintain daily calendar of programming during and beyond the school day for children, families, and the community including use of the building after school hours.
- Provide training and technical assistance activities to community partners, key stakeholders, school staff, and volunteers as needed.
- Participate in and support school staff and community partners in ongoing professional learning specific to Culturally Responsive and Restorative Practices
- Monitor and analyze outcomes related to school goals and benchmarks of community school determined in Community School Action Plan, such as: attendance, student discipline referrals,

academic achievement, parental involvement, and program effectiveness. Prepare monthly reports to share with school and community partners.

- Support United Way, MPS, and individual school grant-seeking and other fund development activities including; planning and development of application processes, grant-writing, and training and/or technical assistance in the outcome measurement reporting.

**SUPERVISORY RESPONSIBILITIES** This job has no supervisory responsibilities.

**Essential Skills:**

- Ability to...
  - work in a complex environment using technical and interpersonal skills;
  - establish good working relationships with diverse groups including regulatory agencies, or members of the business community;
  - effectively present information to top management, public groups, and/or boards of directors and respond to common inquiries or complaints as needed;
- Demonstrated excellent verbal and written communication skills.
- Experience in working with computerized software, such as Microsoft Word, Outlook, Excel or other similar programs and knowledge of computer-based outcome reporting systems.

**LANGUAGE SKILLS:** Bilingual applicants are encouraged but not necessary for employment.

**KEY REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

- Familiarity with and credibility in Milwaukee neighborhoods (experience living, working or going to school with ties to the local community).
- Minimum high school diploma or GED; Bachelor's degree in relevant field preferred.
- Minimum 3 years of relevant experience described in this section.
- Background working with youth, within public education or community-based work.
- Additionally, experience should reflect increasing leadership responsibilities involving project management, collaboration, supervision, and evaluation.
- Preferred experience with all or some: facilitation, data analysis, grant writing, and/or using outcomes in program development, operation or evaluation is highly desired.
- Excellent written, verbal, interpersonal and editing skills with exceptional attention to detail and accuracy are required.
- Must possess ability to work well independently and in a team including staff and volunteers. It is critical to understand community priorities and how to organize strategies to promote community impact.
- Must satisfactorily pass Milwaukee Public School and other required background and reference checks.
- A valid WI state driver's license and access to an insured vehicle in good working condition is essential.

**TO APPLY:**

Please email a cover letter and resume to [mcchr@mccwi.org](mailto:mcchr@mccwi.org) with "Community School Coordinator" in the subject line.

**VERY IMPORTANT, PLEASE NOTE: Application due date June 10<sup>th</sup>, 5pm.** Candidate must be available for a 30 minute interview to be scheduled the week of **June 20<sup>th</sup> – June 24<sup>th</sup>**. Second round one hour group interviews for candidates selected will be held between 9am-5pm during the week of **June 27<sup>th</sup> – July 1<sup>st</sup>** at an area MPS location or virtually given comfortability. Candidates selected must be available for both first and second round interviews.

**Salary range:** \$45,972 – 54,487/annually plus benefits

**Benefits:** Health and dental insurance, pre-tax flexible spending account, 403(b) defined contribution retirement plan with 3% match, generous paid time off package starting at 20 days per year for full-time employees and 12 paid holidays, phone/technology stipend for eligible positions, and expansive employee assistance program.

**Work Environment**

Milwaukee Christian Center (MCC) is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security – serving over 9,000 people each year. What began with American Baptist roots providing outreach to immigrants on Milwaukee’s south side in 1921, MCC now serves youth, families, and older adults of all races, ethnicities, religions, and ages throughout the city of Milwaukee. The Community School Coordinator is based out of Bradley Tech High School, working alongside students, school staff, and community.

**Equal Opportunity Employer**

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.