



Community Outreach Coordinator

Title: Community Outreach Coordinator (Part-Time)

Reports to: Director of Operations

Duration: 8 months (with option to extend employment)

Start Date: As soon as possible by January 2, 2018

Altura Preparatory School is a new public charter elementary school in Southeast Albuquerque, founded to ensure that all students have access to an inclusive, equitable, comprehensive, and exceptional education that prepares them for academic and personal success. Altura Prep will open in August of 2018 with Kindergarten, First, and Second Grades. We will grow a grade level each year until we reach 5th grade.

Are You:

- **Ambitious:** You are ambitious on behalf of all students with a strong desire to continue your own professional growth
- **Innovative:** You find yourself seeking ways to improve and challenge existing systems and processes daily
- **Collaborative:** You prefer to work collaboratively, both with colleagues and families
- **Strategic:** You are driven by data to make strategic decisions around technology systems and processes
- **Analytical:** You obsess about how best and most logically and effectively to reach desired outcomes

Position Overview

We are looking for a part-time Community Outreach Coordinator to help build strong bonds with students and families and support them through the enrollment process at Altura Prep. The Community Outreach Coordinator will be responsible for community outreach and engagement with an array of individuals and groups in Southeast Albuquerque. Working together with the Director of Operations, this individual will plan family events, community walks and other outreach events, and assist with the recruitment and enrollment of students for the 2018-19 school year.

Essential Responsibilities:

- Support the Director of Operations with creating and executing outreach, recruitment, and enrollment plans
- Assist families with the enrollment and registration process
- Monitor and update the School Enrollment Platform to accurately represent current student enrollment and projected enrollment information
- Distribute and post school information and materials in local spaces and organizations
- Plan and facilitate Informational Meetings
- Support the School Directors with logistics for Family Workshops, Pop-Up Schools, and other Community Events
- Communicate regularly with potential families and enrolled families

**Competencies:**

- Commitment to uphold and execute upon the mission of Altura Preparatory School
- A belief that all students should have the opportunity to thrive academically and personally
- Clear and effective communication skills for diverse audiences including students, staff, families, and community
- Comfort in interaction with families and community members from diverse backgrounds
- Ability to reflect on how to improve, self-awareness of strengths and areas of growth, and a willingness to take responsibility for actions
- Ability to thrive in a fast-paced environment and embrace a large number of projects simultaneously
- Ability to focus on solutions that will benefit students and families

Qualifications:

- High School diploma required
- Spanish proficiency required
- Strong attention to detail and organization
- Demonstrated ability to work well as a part of a team
- Dependable transportation

Salary and Benefits:

Altura Preparatory School offers a competitive salary for part-time employees.

Start Date:

The Community Outreach Coordinator will start as soon as possible by January 2, 2018.

Apply Now:

Please send an email with your name, experience and a short letter of interest to careers@alturaprep.org.

Commitment to Diversity:

Altura Preparatory School is an equal opportunity employer and hires without consideration of race, religion, creed, color, nationality, sexual orientation, marital status, veteran status, disability, or any other category.