



**Community Education Coordinator**  
**Job Description**  
March 2025

Immediate Supervisor	Executive Director of HR & Operations (COO)	Work Day	12 month	FLSA Status	Exempt
<b>Position Summary</b> The Community Education Coordinator is responsible for fostering relationships between the school and the local community, enhancing student engagement, and promoting family involvement in the educational process. The role includes coordinating community programs, educational initiatives, and outreach efforts to support the overall mission of the charter school.					

**Duties & Responsibilities:**

**Community Outreach & Family Engagement:**

- Develop and execute strategies to engage families, local communities, and stakeholders.
- Build relationships with local organizations, businesses, and leaders to support school programs.
- Organize and lead school events, community service projects, and after-school activities.
- Lead the volunteer program on both campuses, including recruitment, training, and supervision.
- Create and maintain volunteer opportunities aligned with the school's mission.
- Utilize various communication tools (Infinite Campus, iContact, social media) to inform and recruit volunteers.
- Schedule volunteer activities, ensuring a variety of opportunities for volunteers and matching them with roles based on their skills and availability.
- Ensure that all volunteers complete training, background checks, and are cleared to participate.

**Programing:**

- Collaborate with the Activities Director to establish policies and procedures for the PACT Charter School activity programs.
- Collect and analyze data regarding community engagement and educational outcomes.
- Report findings to school leadership and recommend improvements for engagement strategies.
- Oversee programs beyond the traditional classroom such as tutoring, enrichment, and adult education.
- Assist in creating curriculum or workshops tailored to community needs (e.g., financial literacy, parenting).
- Identify resources (funding, educational materials, volunteer support) to enhance community programs.
- Partner with the Activities Director to coordinate the use of school facilities for community-based activities.

**Event Coordination:**

- Plan and manage school-wide events, including open houses, parent-teacher conferences, and cultural celebrations.
- Work with key stakeholders to facilitate community events (e.g., back-to-school events, homecoming, concerts).
- Collaborate with the Director of Communication and Community Engagement on event promotion and marketing.
- Coordinates with the Activities Director, Facilities team, Technology team, Communications Director, Secondary Principal, and COO in preparing and executing PACT events and outside parties renting or using PACT facilities and/or equipment.
- Ensure compliance with PACT policies and manage event budgets and resources.

**Marketing & Communications:**

- Support the creation of newsletters, flyers, and social media content to promote school events and community programs.
- Serve as the point of contact for community-related information.
- Communicate regularly with families and community members, including reminders, thank-you notes, and event follow-ups.
- Act as a mediator for any conflicts or concerns between families and the school, working to resolve issues and maintain positive relationships.

**Volunteer Management:**

- Organize volunteer support for events, ensuring sufficient coverage for activities.
- Supervise the Nursery Coordinator and manage nursery services at the Elementary Campus.
- Work closely with teachers to create volunteer opportunities and plan for field trips.
- Produce volunteer schedules and communicate with campus partners.
- Track volunteer hours through an online system and encourage reporting of volunteer hours.
- Ensure a positive volunteer experience and provide troubleshooting support when necessary.

**Work Requirements and Characteristics**

Education and Experience	Skill Requirements
<ul style="list-style-type: none"> <li>• Associates Degree</li> <li>• Bachelor's Degree preferred</li> <li>• Masters Degree highly desired</li> <li>• 2+ years of experience working in education, community outreach, or a similar role</li> <li>• Coaching License(s) preferred</li> <li>• First Aid, AED, CPR training</li> <li>• Supervisory and management experience.</li> <li>• A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character-traits.</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive, creative, and solution-oriented.</li> <li>• Passion for education and community building.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Ability to work with diverse groups of people, including families, community members, and school staff.</li> <li>• Organizational skills to manage multiple programs and projects simultaneously.</li> <li>• Familiarity with educational programs, community needs, and family engagement practices.</li> <li>• Ability to use technology for communication and data management (e.g., email, social media, spreadsheets).</li> <li>• Must be knowledgeable of current school software, and a variety of electronic tools.</li> </ul>

**Hazardous Working Conditions and/or Exposure**

See Physical Demands &amp; Working Environment Chart

**Approval**

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

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Employee Signature

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Date

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Superintendent

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Date

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Executive Director of HR & Operations (COO) Signature

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Date