



## Parent and Community Coordinator

### ORGANIZATION SUMMARY

For more than two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinating high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit [www.lapromisefund.org](http://www.lapromisefund.org). To learn more about Russell Westbrook Why Not? High School visit [www.lapchs.org](http://www.lapchs.org).

### POSITION SUMMARY

The Parent and Community Coordinator will report to the Russell Westbrook Why Not? High School (RWWNHS) Principal. The Coordinator will be heavily involved in the day-to-day parent engagement operations. Specifically, the Parent and Community Coordinator will coordinate and outreach to parents to ensure and track participation in school activities. They will also work with school site faculty and LA Promise Fund team members to build parent engagement at the school site to improve their students' academic success. This position will also co-lead charter school recruitment efforts and create a feeder school pipeline. This is a full-time, non-exempt, hourly position.

### PRIMARY RESPONSIBILITIES AND DUTIES

- Implement school site and LA Promise Fund parent engagement initiatives and programs
- Ensure strong parent engagement by regularly communicating with parents, with a special focus on unresponsive/disengaged parents/families
- Create, coordinate and facilitate quality workshops and trainings for parents, including planning and scheduling with parent input, marketing to parents, and ensuring high quality programming is delivered and implemented
- Assist in the identification, recruitment, retention and training of parent volunteers
- Outreach and track, through database management, the number of parents actively involved in parent volunteer opportunities, workshops, Promise Parent

College workshops series and initiatives; maintaining a current parent roster that includes phone, email, addresses, etc.

- Co-lead charter school recruitment efforts including, but not limited to, collecting Intent to Enroll forms, supporting families with enrollment paperwork completion, reaching out to feeder schools to coordinate recruitment presentations and collaborating with Parent Engagement team to schedule Virtual Open Houses
- Outreach and track feeder school pipeline
- Support school office staff with PowerSchool parent data management
- Collaborate with school office staff on weekly family newsletter updates
- Support with coordination & promotion of town hall meetings
- Regularly meet with and train parents on ParentSquare and other school technology platforms (e.g., Google Classroom, PowerSchool, Zoom, SafeSchools, Kickboard, etc.)
- Recruit and engage parents to attend, participate, and complete the various Promise Parent College workshops series and initiatives
- Support school office staff with home visits when safe and as needed
- Coordinate an end-of-year celebratory parent event to highlight parent engagement successes
- Support school office staff with updating school bulletin boards and social media
- Support various school community meetings and events (e.g., parent conferences)
- Lead phone-banking efforts as needed
- Interpretation/translation as needed
- Other duties as assigned

## **CANDIDATE REQUIREMENTS**

### ***Education and Experience***

- High school diploma or equivalent required
- A minimum of 1 year of parent engagement experience and/or previous school site operations experience required

### ***Knowledge, Skills and Abilities***

- Exceptional relationship-building skills and the ability to communicate clearly and professionally with stakeholders
- A strong belief that all students can succeed
- An exceptional ability to respond well to feedback and implement it immediately
- A strong ethical base and self-awareness
- Passionate about improving public education to help all children reach their dreams
- Fluent computer skills including word processing, spreadsheets, presentation, and online communications (e.g., Microsoft Office, Google Suite, Zoom)
- Excellent organizational, leadership, and problem-solving skills
- Ability to multitask and meet deadlines
- Works well in team-oriented environments
- Entrepreneurial – a hard worker with a high-energy level, an action-oriented individual who excels in a school environment
- Ability and willingness to work occasional early mornings, evenings, and weekends
- Spanish bilingual/biliterate required

- Commitment to LA Promise Fund mission & values
- Must clear a LiveScan criminal background check
- Must clear a TB Risk Assessment
- Must complete Mandated Reporter training

## **COMPENSATION**

**Hourly Rate: \$15-18/hour**

**Expected weekly hours: 40 hours per week**

Hourly compensation is commensurate with qualifications and experience.

## **HOW TO APPLY**

E-mail your cover letter and resume to [careers@lapromisefund.org](mailto:careers@lapromisefund.org).