

Community Outreach Associate – Brooklyn, NY

Start Date: ASAP
Team: External Relations
Location: Brooklyn, NY

About Achievement First:

Achievement First, a non-profit 501(c)3 charter school management organization, operates 36 public charter schools in Brooklyn, Connecticut, and Rhode Island. The mission of Achievement First is to deliver on the promise of equal educational opportunity for all of America's children. We know that every child—regardless of race, zip code, or economic status—deserves access to great schools. Achievement First currently educates more than 13,300 students in historically underserved neighborhoods, with over 90% of our students identifying as Black or Latinx. For more information about the Achievement First mission, model, our schools and team, please visit our website at www.achievementfirst.org.

Summary

Achievement First seeks a Community Outreach Associate (COA) in Brooklyn, NY who will help support our student recruitment, community engagement efforts, and advocacy initiatives. This is a unique opportunity for a talented, committed, and results-oriented individual who is passionate about advancing educational social justice through the work of engaging, supporting and partnering with families, schools and communities. Reporting to the Director of NY External Relations, the Community Outreach Associate will directly support a set of Brooklyn schools as well as support the work network-wide through cross-team collaboration. This is an exciting opportunity to work closely like-minded individuals who are passionate about providing children with a high-quality education, while working at one of the leading charter school management organizations in the country.

Responsibilities of the Community Outreach Associate will include, but are not limited to:

Student Recruitment (~80%) - Inform families and communities of the high-quality public education option available to them at Achievement First schools, support the administration of the enrollment lottery, and partner with schools to ensure all available seats are filled on the first day of school.

- **Planning and Execution:** Develop, coordinate and execute a robust student recruitment campaign that leverages a variety of grassroots, school/community-based, and marketing activities and initiatives
- **Family Engagement:** Inform, educate, engage, and directly respond to families about the educational opportunities and space available at Achievement First schools
- **Community Engagement:** Inform, educate and engage local community-based organizations about Achievement First schools, including scheduling visits, tabling and leading presentations
- **Enrollment Lottery:** Support the successful planning and administration of the enrollment lottery for our Brooklyn schools and the post-lottery communication with families

Community Outreach & Engagement (~15%) - Help generate and cultivate meaningful relationships with local leaders and community-based organizations in order to build connections, strengthen bonds and win "hearts and minds" in support of our schools and shared priorities.

- **Generating and Maintaining Partnerships:**
 - Identify and support the development of community-based partnerships between Achievement First schools and local organizations around shared interests, initiatives and priorities

- Keep community-based organizations informed of important news, highlights and happenings about our schools and network on a regular basis via emails, meetings and calls to build and maintain strong local relationships
- **School-Based Support:**
 - Support and equip school-based staff to engage, facilitate and build stronger relationships and partnerships with local leaders and organizations
 - Invite, plan and execute school visits and opportunities for local leaders to see, experience and learn about Achievement First first-hand in collaboration with school-based staff
- **Community Meetings:** Attend, participate and represent Achievement First and our schools at relevant community meetings and events

Advocacy (~5%) - Help advance Achievement First's policy and budgetary priorities, work in concert with like-minded partners, and support our schools in building stronger cultures of advocacy so that our scholars and schools receive the funding, facilities and freedoms they need to succeed.

- **Elected/Local Leader Engagement:**
 - Keep elected/local leaders informed of important news, highlights and happenings about our schools and network on a regular basis via emails, meetings, calls, etc. to strengthen our external narrative
 - Invite, plan and execute school visits and opportunities for elected/local leaders to see, experience and learn about Achievement First first-hand
- **Partnerships:** Collaborate with like-minded advocacy partners and organizations on advocacy-related initiatives
- **Support Advocates:**
 - Identify, equip, empower and connect our Achievement First Team & Family with opportunities (ex. public events, meetings, hearings, etc.) to advance the interests of our schools and school communities
 - Encourage, equip and empower school-based staff with materials, tools, resources and supports to increase the level of public engagement and building strong cultures of advocacy within their school communities

Across All Areas:

- **Liaise and Partner:** Serve as a liaison and partner to school-based staff, Network Support teams and other key external stakeholders (ex. Department of Education), ensuring strong (effective, efficient, consistent) communication, coordination, execution, and performance
- **Material Development:** Develop high-quality and impactful communications, materials, tools and resources for schools/network in service of our collective work
- **Project Planning and Knowledge Management:** Develop and execute strong project plans marked by air-tight operations, coordination, and knowledge management
- **Training:** Equip, support, and train school-based staff, parents and volunteers in their participation of our initiatives
- **Systems & Data:**
 - Maintain and support our student recruitment and enrollment online platform (SchoolMint) and input related data and materials; (b) Input and manage data and issue reports that track progress towards goals
 - Update and maintain our Community Based Organization, Local Leader and Elected database (Salesforce) by tracking all interactions and ensuring all information is up to date

Skills and Characteristics

- Belief in Achievement First's mission, model and approach
- Strong work ethic and comfort-level working in a dynamic and fast-paced environment
- Creative problem solver with excellent written, verbal and interpersonal communication skills

- Highly-motivated, detail and results-oriented (capable of managing multiple projects toward strong outcomes from beginning to end)
- Self-directed, highly organized and able to work independently and as a team
- Solid technical skills and experience with Microsoft Office and Google Suite
- Maturity, humility, open to feedback, and a “growth mindset”

Background and Work Experience

- Demonstrated commitment to underserved, low-income and/or communities of color
- Bachelor’s degree, required
- 3+ years of work experience, required
- 2+ years of related experience, strongly preferred (advocacy/political campaigns/governmental affairs, community engagement/organizing or student recruitment/application management)
- Resident of and familiarity with Brooklyn, preferred
- Bilingual Spanish-speaker, preferred
- Knowledge of New York City public schools and/or the education landscape, preferred

The position will require some early morning, late evening and weekend work, along with regular travel to schools and community sites.

Compensation

Salary for this position is competitive and commensurate with experience. Achievement First offers a comprehensive benefits package.

To Apply

Send resume and cover letter to:

Nellie Washington
Executive Assistant to the Chief External Officer
nelliewashington@achievementfirst.org

Due to the high volume of applications we receive, we will unfortunately only be able to notify those who advance to a phone interview. All other applicants will be considered for other open roles at Achievement First.

Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here: <http://www.achievementfirst.org/about-us/diversity/>.