

## Brooklyn Community Outreach Associate

**Start Date:** September 2019  
**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](http://www.achievementfirst.org).

### Summary:

Achievement First seeks a Community Outreach Associate who will lead AF's community engagement and student recruitment efforts in Brooklyn, New York. This is a great opportunity for an individual committed to building relationships with parents, community organizations and other constituents who are passionate about providing access to great education for every child. Reporting to the Director of Student Recruitment, the Community Outreach Associate will play an active role in building relationships with parents and managing student recruitment in Brooklyn.

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

- Build Community Partnerships
  - Responsible for managing relationships with a portfolio of community organizations and leaders in the Brooklyn neighborhoods where we serve our students.
  - Conduct outreach to stakeholders through one-on-one meetings, site visits, and events to develop a sense of shared community and urgency around AF's mission.
  - Develop and implement new outreach ideas and programs.
- Manage Outreach to Families and Student Recruitment
  - Coordinate and oversee an aggressive student recruitment campaign.
  - Meet specific student recruitment targets as outlined by the Director of Student Recruitment and school leaders.
  - Actively maintain and deliver regular reports about progress made towards student recruitment targets
  - Manage student recruitment data and organize reports which can be used to inform future campaigns.

### Skills and Characteristics

- Excellent interpersonal skills
- Detail-oriented, highly organized and able to prioritize multiple tasks
- Strong problem solving skills
- Ability to work effectively both independently and as a member of a team
- Excellent written and oral communications skills
- Highly motivated and self-directed; capable of seeing projects through from beginning to end

- Strong work ethic and “roll-up-my-sleeves” attitude
- Results-oriented individual and willing to do “whatever it takes”
- Excellent computer skills including Microsoft Office; especially Outlook, Word and Excel;
- Demonstrated commitment to education, low income communities, and communities of color; prior knowledge of Brooklyn communities a plus;
- Spanish speakers strongly encouraged to apply.

#### **Educational Background and Work Experience**

- Bachelor’s Degree (or equivalent work experience)
- Two to three years of work experience required
- Two years of organizing; community engagement or campaign experience strongly preferred.
- Experience building, expanding, and maintaining strong partnerships within or outside of the education sector.

#### **Compensation**

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

#### **To Apply**

Achievement First is reviewing applications through November 26<sup>th</sup> —please apply immediately. Send resume and one-page cover letter to:

Emma Sullivan  
Director, Team External Relations  
[EmmaSullivan@achievementfirst.org](mailto:EmmaSullivan@achievementfirst.org)

Please visit the Achievement First careers site at <http://www.achievementfirst.org/careers/>. 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/>.