



PPSGC Parent Coach/Community Coordinator Job Description

The **Parent Coach/ Community Coordinator** reports directly to the Executive Director.

Work Schedule: Part Time position up to 20 hours weekly. Occasional evening and weekend work is required.

Position Summary: Develop a network of informed parents that will work in their schools and neighborhoods to create and demand community around educational excellence.

Duties include but are not limited to:

ESSENTIAL RESPONSIBILITIES:

- Evaluate needs of a community to help parents organize around educational issues
- Identify and recruit parents to attend leadership trainings
- Develop a parent network of leadership graduates by coaching projects, providing resources, and connecting parents with educational experts as needed
- Serve as a spokesperson for PPS by coordinating PR activities
- Plan and conduct networking meetings
- Connect to other resources in a community to strengthen advocacy work
- Support other work as assigned
- Other duties as assigned

POSITION REQUIREMENTS:

- Bachelors Degree at minimum
- Ability to mobilize others
- Good judgment, initiative, a good attitude and be dependable
- A strong belief in the importance of authentic parent engagement in education
- Solid communication skills (written and verbal)
- Experience as a facilitator and ability to organize training activities
- Strong critical and analytical thinking skills
- Able to plan and organize work schedule, meetings, and networking opportunities
- Appreciation of diversity
- Proficient writer
- Ability to complete reports and submit required information in a timely manner
- Creative and flexible.
- Knowledge of adult learning
- Self-motivated and independent worker
- Ability to meet deadlines
- Knowledge of educational systems would be helpful
- Desire to learn and synthesize new information
- Must hold a driver's license, own a car and have auto insurance

Compensation: Salary is competitive and commensurate with experience.

To Apply:

Applicants should submit resumes and cover letters to execasst@ppsgc.org.