## POSITION DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | Community Engagement Coordinator | **Agreed by employee:** |  |
| **Business Unit:** |  | **Approved by immediate manager:** |  |
| **Strategic Business Unit:** | Twin Countries STREAM Academy | **Approved by MHR:** |  |
| **Location:** |  | **Position Band:** |  |
| **Reports to:**  | Director  | **Date Prepared:** |  |
| **Direct Reports:** | CEO | **Evaluation Date:** |  |

## JOB PURPOSE

As the Community Engagement Coordinator at Twin Countries STREAM Academy, you will be instrumental in building bridges between the academy and the community it serves. This role demands a strategic and relationship-oriented professional with a commitment to promoting the academy's values and initiatives. If you are ready to be a key player in creating a strong and supportive educational community, we invite you to join our mission of excellence in STREAM education.

## KEY FUNCTIONS AND RESPONSIBILITIES

**General Responsibilities**

1. **Community Outreach:**
	* Develop and implement outreach programs to engage with local communities, businesses, and organizations.
	* Represent the academy at community events, fairs, and gatherings to promote awareness and participation.
2. **Parental Involvement:**
	* Facilitate initiatives that encourage parental involvement in students' education.
	* Organize workshops, meetings, and events to foster strong relationships between parents, teachers, and administrators.
3. **Stakeholder Collaboration:**
	* Collaborate with local businesses, community leaders, and organizations to create partnerships that benefit both the academy and the community.
	* Identify and leverage external resources to enhance educational opportunities for students.
4. **Volunteer Management:**
	* Recruit, train, and manage volunteers for school events and activities.
	* Establish a volunteer program that aligns with the academy's needs and goals.
5. **Communication Strategies:**
	* Develop and implement effective communication strategies to keep the community informed about academy initiatives, achievements, and events.
	* Utilize various channels, including social media, newsletters, and community forums, to share information.
6. **Crisis Management:**
	* Communicate transparently with stakeholders and address concerns proactively.
7. **Community Surveys and Feedback:**
	* Design and conduct community surveys to gather feedback on the academy's performance and areas for improvement.
8. **Event Planning:**
	* Plan, coordinate, and execute community events, open houses, and information sessions.
	* Collaborate with internal teams to ensure events align with the academy's goals and values.
9. **Advocacy:**
	* Advocate for the academy within the community, promoting its mission, achievements, and the value of STREAM education.
	* Build positive relationships with local media to secure coverage for academy events and milestones.

**Knowledge and Skills Required**

1. **Proven Experience:**
	* Demonstrated success in community engagement, public relations, or a related field.
	* Experience working in an educational setting is advantageous.
2. **Communication Skills:**
	* Excellent written and verbal communication skills, with the ability to convey complex educational concepts to diverse audiences.
	* Proficiency in using various communication channels and tools.
3. **Interpersonal Skills:**
	* Strong interpersonal skills with the ability to build and maintain positive relationships with diverse stakeholders.
	* Empathy and understanding of community needs and concerns.
4. **Project Management:**
	* Ability to plan, execute, and evaluate community engagement programs and events.
	* Strong organizational and project management skills.
5. **Cultural Competence:**
	* Cultural competence and the ability to navigate and respect the diversity within the community.

**Qualifications**

* **Bachelor's or Master's degree in Communication, Community Relations, Education, or a related field.**