Position: School Partnerships Coordinator  Department: SEPC

Reports To: SEPC Program Evaluation Manager

Status: Full-time, 40 hrs/wk; Exempt  Hours: 9am-5pm

Posted: August 7, 2014  Closing: September 7, 2014

United Communities Southeast Philadelphia is a nonprofit, multi-purpose settlement house with a long and rich tradition of service to children, adults and families residing in Southeast Philadelphia. Our mission is to work in partnership with our various communities for social and economic justice, and to foster harmony for building self-sustaining communities.

Summary of Southeast Philadelphia Collaborative (SEPC):
The Southeast Philadelphia Collaborative is an initiative of United Communities and a network of agencies that serve youth in Southeast Philadelphia. SEPC staff work to build partnerships and collaboration among agencies in the neighborhood, especially within the schools. The School Partnerships Coordinator will be responsible for coordination work at four local K–8 schools.

Duties:
- Work closely with the principal, school staff, and school-based partners to assess school needs for recruitment of new partners
- Schedule and facilitate monthly partner meetings at each school. Maintain calendar of events for schools and partner organizations
- Maintain SEPC communication tools including monthly e-mails and Facebook page
- Collect and share participation data with partners and school administration
- Track school attendance, suspension, and promotion rates with school administration
- Share information about professional development opportunities for partners and school staff

Skills/Qualifications:
- Four (4) year college degree in education, social work, or social services
- Experience leading or facilitating meetings, discussions, and/or collaborative projects
- Ability to network and build relationships with diverse groups of people
- Experience using Microsoft Office (Word, Excel, Access, Outlook), particularly using Excel to collate data sets and create user-friendly graphs
- Ability to manage multiple projects simultaneously
- Excellent oral and written communication skills

United Communities is an Equal Opportunity Employer. United Communities, in its name and its mission statement, affirms its celebration of diversity. It welcomes the employment of a diverse staff and provides equal employment opportunities to all persons qualified by reason of education, training, experience and/or personal character, regardless of age, race, religion, gender, sexual orientation, non-job related disability or military/veteran status. All employees or applicants are treated equitably with regard to hiring, promoting, demoting, transfers, layoffs, terminations, recommendations, benefits, rates of pay or other forms of compensation.

Interested candidates should send cover letter and resume to: jobs@ucsep.org or fax to 215.468.5573, ATTN: Human Resources. Visit our website at www.ucsep.org