



The Mission of Patterson Park Public Charter School (PPPCS) and Clay Hill Public Charter School (CHPCS) is to empower the school community through a whole-child approach in a diverse, community-centered learning environment, and to be stewards of an equitable future. Our vision is to produce life-long learners, healthy families, and strong neighborhoods.

PPPCS and CHPCS are community-founded schools driven to academic excellence and devoted to a whole child philosophy in a diverse setting. It is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission, and preparing our students for success in a global society.

This is a part-time, temp position with a flexible work schedule of 10-20 hours a week including some evening/weekend hours on occasion.

POSITION SUMMARY

The Family Engagement Assistant works closely with the Director of Community Schools Partnerships and Programs and primary responsibility is to assist with the implementation of Patterson Park Public Charter School's family engagement programs.

PRIMARY RESPONSIBILITIES

Volunteers/Engagement

Set up, maintain, and promote Help Counter volunteer management system
Enter volunteer hours into Help Counter and maintain accurate volunteer data
Engage volunteers for tasks and events
Support parent groups (HOPPP, Hekima, Mis Raices)

Communications

Support weekly and monthly communications (online and hard copy)
Create flyers for event
Help with distribution of paper flyers and communications

Events

Support enrollment activities as needed
Support family engagement events (Ghoul at the School, Lantern workshop and parade, etc)

Attendance

Make phone calls to students with concerning attendance
Support getting resources and information to families regarding attendance supports

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Self- directed and self-motivated with a desire to achieve excellence and results
- Exceptional interpersonal and relationship building skills
- Excellent verbal and written communication skills

- Exceptional organizational and prioritization skills. Demonstrated ability to successfully manage tasks and projects with competing priorities and demands
- Be a life-long learner
- Innovative thinking and high level of creativity
- Sound judgement and decision making skills. Demonstrated ability to handle highly confidential and sensitive information
- Outstanding service orientation. Ability to work and interact effectively with a diverse population and at all levels within and outside of the organization
- Flexibility and adaptability. Ability to respond quickly to changes, priority shifts, and requests
- Ability to work independently and with a high level of autonomy
- Ability to read, understand, and summarize relative education and community literature
- Bilingual skills. Fluency in Spanish and English speaking and writing skills

EDUCATION REQUIRED

- High School diploma or equivalency

TECHNICAL SKILLS REQUIRED

- Proficiency with Google Documents or Microsoft Office Suite.
- Basic database management skills

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

To perform this job successfully, an individual must be consistently able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position involves sitting or standing for extended periods of time. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; bend knees; sit for extended periods of time; use hands to finger, handle or feel; and reach with hands and arms, and visual acuity to decipher color, accuracy, and neatness of work. This position requires the ability to occasionally lift office products and supplies up to 20 pounds.

The above description is not intended to be an exhaustive list of all duties, responsibilities or physical demands associated with this position. Duties and responsibilities and physical demands may change at any time with or without notice.

The noise level in this environment varies at times and may become loud depending on the activity and time of the day.

COMPENSATION & BENEFITS

The starting hourly rate for this position is \$18/hour.

WORK LOCATION: The primary work location for this position is 27 N. Lakewood Avenue, Baltimore, MD 21224. This position is also eligible to work from home.

TO APPLY:

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequality, and combating biases. We place a special importance on recruiting, hiring, and retaining staff that shares

similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces.

To apply for this position please send a resume and cover letter to lobara@pppcs.org.

EQUAL EMPLOYMENT OPPORTUNITY AND NONDISCRIMINATION NOTICE:

Patterson Park Public Charter School, Inc. does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, age, or any other status protected by law in its employment.