

United Way of Asheville and Buncombe County
Community School Coordinator - Asheville Middle School

This is a full-time position with United Way of Asheville and Buncombe County (UWABC); however the employee will work full-time at Asheville Middle School. This position provides an opportunity for meaningful engagement with area nonprofits, school systems and community volunteers.

The Community School Coordinator works in concert with the School Principal, parents and community leaders to promote the school's vision and the school improvement plan. Primary functions include supporting student academic achievement by addressing barriers to necessary services and supports, promoting active family and community engagement and enabling more efficient and effective use of key resources. To learn more about community schools, check out [this introductory video](#) and visit <https://communityschools.futureforlearning.org/>.

This position supports the foundational principle of Community Schools that **educational excellence and equity are inseparable** and UWABC's core values:

- **Equity at the Center:** Recognize and challenge the dominant culture narratives, norms, and power structures that prevent all people from belonging and thriving
- **Courageous Leadership:** Live out our Vision, Mission, and Guiding Principles with empathy and compassion, even when difficult or unpopular
- **Collective Wisdom:** Ensure that our work is guided by community expertise, including the lived experience of people most impacted by poverty and injustice
- **Embracing Change:** Continuously learn, innovate, and evolve to confront emerging challenges and opportunities
- **Accountability Driven:** Earn community trust through dependability, transparency, and a commitment to achieving results

SKILLS AND QUALIFICATIONS:

- Bachelor's Degree in Education or Social Service field, Master's preferred, or commensurate experience
- Experience in education and/or youth development, preferably during middle grades years
- Experienced and skilled in: group facilitation, relationship management, volunteer recruitment, volunteer management, program development and evaluation, events management, public speaking, written communications and reports
- Working knowledge of G suite (Google) and/or Microsoft Office applications and ability to learn and routinely utilize new computer programs
- Ability to review and critique multiple organizational sets of data, both qualitative and quantitative

REPORTS TO:

UWABC School Partnerships Manager

RESPONSIBILITIES:

- Engage the community by convening a School Resource Team to address the school / community needs. The Resource Team engages a large cross-section of each school district's community, including faith-based organizations, local businesses and civic organizations, youth and family focused non-profits and traditionally underrepresented families from minority populations and those living in poverty.
- Facilitate an annual community school assessment including asset mapping and gap analysis on a district-wide level as well as facilitating community conversations and surveys with key stakeholders (including students, parents, teachers and community members). Utilize the assessment to guide the work of the Resource Team, including potential program investments.
- Champion the school's Early Warning and Response System (EWRS) by serving on key school teams focused on student attendance, behaviors and academic performance, representing community-based organizations and individual volunteers at the school level, building capacity and infrastructure to link students with beneficial services and sharing best practices between the school and community-based organizations and volunteers.
- Support student achievement by working with school administration and staff to create a positive learning environment, identifying and connecting students to quality in-school and out-of-school time programs and volunteer services, and supporting transition year initiatives.
- Support school faculty and staff by recruiting volunteers to support before, during and after-school priorities, serving on pertinent school teams such as school improvement, and promoting faculty and staff appreciation efforts.
- Engage and support parents and families by working with school administration and staff to create a welcoming environment for parents and families, hosting Homework Dinners and other family events, and coordinating ongoing educational and skill-building opportunities for parents and adult community members.
- Serve as an active member of the Asheville Buncombe Middle Grades Network (ABMGN) by participating in monthly workgroups and an ongoing professional development series. Establish and facilitate systems to share information and strategies with school faculty, staff and volunteers.
- Partner with UWABC departments to build capacity of the community school initiative including Hands-On Asheville Buncombe (to facilitate individual and corporate volunteer engagement opportunities), Resource Development (to facilitate affinity group volunteer engagement opportunities), NC 211 (to expand the use of the health and human services referral line by families and key stakeholders) and Marketing / Communications (to promote the school / community partnerships through a coordinated messaging campaign).

- Collect and organize required data for evaluation and continuous quality improvement, communicate progress, monitor timeline and budget, develop partnership protocols and manage service agreements, and write and produce reports required by UWABC, grantees, school district and the Asheville Buncombe Middle Grades Network.
- Provide programmatic supervision to an assigned intern(s) from a local university.
- Manage an operations budget.