SCHOOL AND COMMUNITY ENGAGEMENT COORDINATOR  
BAY AREA, CA (OAKLAND)

While young people from low-income communities – who are disproportionately young people of color – face systemic inequities in school, in the workforce, and in life, they possess unique strengths, resilience and tremendous potential. When provided with support and resources, these young people fulfill their potential and achieve success in school, work and life.

Through a combination of mentoring and transformative experiences, Summer Search supports young people to successfully transition from adolescence into adulthood. We aim to unleash the potential of our young people while also building a toolkit for navigating and challenging systemic barriers to higher education and career opportunities.

THE OPPORTUNITY
The School and Community Engagement Coordinator plays an integral role in achieving Summer Search Bay Area’s student recruitment goals and setting up the rest of the Summer Search team to deliver a strong program to students and families. This hire is responsible for coordinating the annual outreach season, organizing student events, and representing the High School Program within our Bay Area communities. Reporting to the Director of School and Community Engagement, this position will join a dedicated and collaborative team, and play a key role in strengthening Summer Search’s student reach and impact in the Bay Area region.

WHAT YOU’LL DO
Specifically the School and Community Engagement Coordinator will:

Execute an effective annual outreach and engagement strategy (50%):
- In collaboration with the School and Community Engagement Manager, execute against a strategic outreach plan to successfully recruit high school sophomores during our annual outreach season, with an overall goal of enrolling 160-220 new students in the 2022-23 school year.
- Coordinate annual student outreach activities, including coordinating student outreach activities, community engagement events and referral partner debrief at the end of the school year.
- Conduct school presentations for faculty and students, conveying Summer Search’s mission and recruitment messages tailored to the audience.
- Build and maintain positive relationships with referral partners at high schools and community based-organizations through timely communications and overall support of partners’ involvement in the process.
- Attend and participate in National Outreach Cohort meetings along with outreach staff from Summer Search’s five sites monthly to leverage best practices, learnings, and data to innovate upon local strategies and processes.
- Pursue creative ways to broaden knowledge and support of Summer Search in local communities, leveraging staff, school, and community resources to increase Summer Search’s presence and reputation.
- Ensure outreach data is accurate and complete in Summer Search’s database.
- Manage and/or support special projects as needed.

Support community-based program implementation and program alignment with schools (25%):
• Collaborate with High School Program management to identify space needs and timing for community-based aspects of program, including:
  - Individual meetings between students and their mentors
  - Group mentoring sessions for student cohorts (8-12 students each) and mentors
  - Student college application and financial aid workshops
  - Large-scale student and family events
• Build and maintain relationships with schools and other community organizations to facilitate regular access to community spaces for programming.
• Support in securing space for all community-based aspects of program under direction of School & Community Engagement Manager.
• Ensure appropriate members of the Summer Search team are connected with relevant stakeholders at schools or community-based organizations in order to partner on program delivery and student support.

Build and manage relationships with community stakeholders (25%):
• Support relationships and program participation with active school partners.
• Under leadership of School & Community Engagement Manager, support cultivation of new school partnerships.
• Regularly assess the health and potential of school partnerships, closing partnerships when needed.
• Support a multi-year plan for cultivation of partnerships with community-based organizations in order to partner on program delivery and student support.
• Foster collaborative partnerships with other strategic partners, ensuring a clear understanding and responsiveness to their specific interests and goals in working with Summer Search.
• Serve as an ambassador to broaden knowledge and support of Summer Search with schools, community-based organizations, families, civic leaders, key donors, board members, volunteers, and other constituents.

WHO YOU ARE
• EXPERIENCE: At least 3 years of professional experience in youth development, educational, or non-profit organization with experience working in a customer service and/or outreach capacity. Experience working with school stakeholders preferred. Familiarity with schools in the Summer Search Bay Area geographical landscape a plus (Oakland, San Francisco, Hayward, San Jose).
• TEAMWORK AND COLLABORATION: Team player who inspires and fosters commitment, connection, enthusiasm, and trust. Facilitates cooperation and is motivated to accomplish goals as a team. Manages and resolves conflicts and handles interpersonal issues constructively.
• PROJECT MANAGEMENT: Works in an organized manner to achieve goals and objectives. Balances competing priorities and demonstrates excellent organizational and time management skills to juggle projects and ad hoc requests.
• COMMUNITY ENGAGEMENT: Ability to build and maintain trusting relationships with internal and external stakeholders (e.g. staff, students, schools, community-based organizations, families). Values the importance of relationship-building with individuals, communities, and organizations as a central part of our work. Comfort in interacting with and presenting to external audiences as an ambassador of the organization.
• ACCOUNTABILITY: Stays productive and solutions-oriented in the face of change and unfamiliar scenarios. Remains curious and flexible with a willingness to learn new ways to accomplish work. Ability to understand and navigate different perspectives.
• **LANGUAGE SKILLS:** Bi-lingual Spanish speaker strongly desired.
• **TECHNOLOGY SKILLS:** Proficiency in detailed data tracking and management; experience using Salesforce or a similar database is a plus.

**WORK HOURS, LOCATION AND OTHER REQUIREMENTS**
Work hours are Mon-Fri 10am-6pm with occasional weekend and evening special events. Work location is the Summer Search office in Oakland or work location in San Jose. Regular travel to partner high schools and establishments within the Bay Area (primarily Oakland, San Francisco, Hayward and San Jose) will be required as needed.

Summer Search requires all its staff be vaccinated against COVID-19. Employees who are unable to be vaccinated due to a medical reason or sincerely held religious objection may be able to qualify for an exemption, consistent with state and federal law.

**OUR BENEFITS**
We are committed to staff learning, growth and development. Our investment includes:
• Competitive and transparent salaries. This is a non-exempt position with a starting pay rate of $59,500 or $30.51 per hour.
• Dental, vision, FSA, life and disability insurance plans
• 401 (K) and Employer Match up to $2,000 annually
• Generous time off including 15 vacation days, 10 sick days, and 18 holidays (2 floating holidays of your choice, a birthday day-off, 10 company-wide holidays, and a 1-week December closure).
• Individual, local, regional and national training
• A commitment to developing leaders from within the organization
• An organizational culture that supports staff well-being and holistic self-care/community care
• Ample opportunities to connect with the students and communities we serve

**OUR COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION**
With a staff that cares deeply about social justice and racial justice, we believe that diverse perspectives and backgrounds create a rich work environment and enhance our ability to pursue our mission. We are committed to building an organization with raised consciousness in order to impact how we work with students, as well as how we work together as a team. We hope you will join us as we continue to build a justice-centered organization that fosters a work environment where people from all backgrounds are welcomed and valued.

**TO APPLY**
[Click here](#) to submit a resume and targeted cover letter that answers the question, “Why are you interested in the School and Community Engagement Coordinator role at Summer Search?” Please address cover letters to Donaciano Botello Torres, School and Community Engagement Manager.

*SUMMER SEARCH IS AN EQUAL OPPORTUNITY EMPLOYER.*