



COMMUNITY SCHOOLS COORDINATOR | JOB DESCRIPTION

POSITION OVERVIEW

The Community School Coordinator serves an integral role in the Full-Service Community School Strategy where schools become innovative, thriving hubs of learning in which partnerships and collaboration create a'o aku - a'o mai, reciprocal relationships between learners and place, content and context, and schools and communities. The Coordinator leads the efforts along with school admin, families, and community to co-create systems of support that are rooted in organizing resources towards the success of learners, families, and communities.

The Community Schools Coordinator is a full time, year-round position that will support the following Community Schools goals at Pāhoa High and Intermediate:

1. Thriving learners, educators, families, 'āina, and communities are supported by nurturing networks that promote reciprocity.
2. School becomes an innovative, thriving hub of learning that incubates and connects indigenous wisdom and contemporary knowledge to create and meet local and global opportunities.

PRIMARY RESPONSIBILITIES (based on School and Community Need)

1. Support the planning, development and implementation of the Community Schools Action Plan in collaboration with school leaders, families and other key stakeholders. The plan must align and integrate programs and initiatives based on student, family and community needs and ensure that all programming are aligned and integrated with the principal's vision, and uses data to drive decisions
2. Ensure that programming and resources are delivered with the following approaches:
 - a. Trauma-informed,
 - b. Family-centered,
 - c. Culturally-appropriate and grounded in the Nā Hopena A'o framework, and
 - d. Strengths-based approach.
3. Develop, maintain and strengthen relationships with school leadership and staff, community partners, parents and students.
4. Communicate with various stakeholders, and facilitate diverse and difficult conversations and meetings.
5. Facilitate the Community School Leadership Team and participate in other school and community leadership teams to align and integrate programs and initiatives based on student, school and community needs.
6. Assess needs and assets of the school community on a regular basis, seeking input from teachers, school staff, parents, and students to determine ongoing needs of students and families
7. Continuously improve practices and processes to best utilize resources and relationships
8. Act as a point person for agencies and programs interested in partnering with the

- school and help broker new partnerships
9. Support the evaluation of the community school by coordinating the collection of data, timely submission of reports and responses to other requests in partnership with school and project leadership.
 10. Participate in professional development and capacity-building opportunities provided by the Hawai'i Afterschool Alliance and Ceeds of Peace and other partners.

MINIMUM QUALIFICATIONS

1. Associate or Bachelor's degree in education, social work, management or related field OR four (4) years of experience in community organizing, public health, education, social work, community development and/or leadership training required or related experience.
2. Deep understanding and knowledge of the Pāhoa High and Intermediate school community.
3. Possess strong interpersonal skills and ability to build relationships
4. Experience building and coordinating partnerships.
5. Demonstrated leadership, team management, and decision-making skills.
6. Project management experience including the ability to create, communicate, maintain and align detailed work plans.
7. Requires strong oral and written communication skills.
8. Experience working with diverse groups across race, ethnicity, religion, gender, class, and sexuality.
9. Working knowledge of personal computer software applications such as Word, Excel and Google Suite.
10. Willingness to learn and continuously improve.

DESIRED SKILLS & EXPERIENCE

1. Priority given to candidates with familiarity, experience, or background in Native Hawaiian culture, Native Hawaiian language skills, and/or years of experience working with Native Hawaiian communities.
2. Comprehensive understanding of the community schools strategy or experience working in a community school.
3. Understanding of and experience working to address the challenges faced by low-income, at-risk populations.
4. Understanding and knowledge of the Hawaii DOE public school system.
5. Experience in collaborative leadership practices, including co-designing action plans or strategies with other stakeholders.
6. Experience facilitating and conducting meetings/workshops with multiple stakeholders.
7. Ability to think strategically and at the systems-level, leading to the implementation of new initiatives.

Reports to: Vibrant Hawai'i Executive Director.

Work Requirements: This is a full-time, year-round position. The Coordinator will be

working primarily at the school. Travel to the neighbor islands and US continent may be required.

Compensation: \$50,000-65,000 annual salary range, commensurate with experience, single medical, and 7% 401(k) match.

Please direct all inquiries to: contact@vibranthawaii.org

Interested applicants should send a cover letter and resume to:
contact@vibranthawaii.org.