



PERSEVERANCE PREP

Title:	Director of Outreach	Job Type:	Part-time
Reports to:	Executive Director	Start Date:	Immediately

Perseverance Prep, a new 5-8 charter school in San Jose, invites passionate and committed educators to apply to the position of Director of Outreach. Perseverance Prep is founded on the belief that all students, regardless of race, disability, home language, socioeconomic status, or zip code can learn and achieve at high levels when held to the highest expectations. It is our mission to ensure that all students are firmly on the path to succeed within a four-year college and create positive change within their communities.

The school will open in the fall of 2019 with Fifth grade. Perseverance Prep will add a grade level each year until we are a fully enrolled 5-8 charter school. We are looking for high capacity, energetic, detail oriented, and dedicated individuals to join our Founding Team.

Job Summary

We are proud of the community we work in and excited to continue working in partnership with local families, community members, and organizations. The founding Director of Outreach Specialist will prepare the school for its launch year working with the Executive Director and Director of Operations in student enrollment, and community engagement. During the school year, the Director of Outreach will continue to engage in community outreach efforts and begin recruitment for the following year. The Director of Outreach will be the face of the school to many of our new students and families.

Essential Functions

- Lead student recruitment processes by researching events and attending, presenting, and ultimately representing Perseverance Prep
- Engage in regular parent communication via phone call, text, emails, and in person
- Track recruitment and enrollment data collection using technology
- Establish and maintain positive relationships with community organizations
- Communicate with all stakeholders: families, community members, students, and staff
- Build and maintain strong relationships with community organizations in service of providing all students and families with the necessary supports
- Complete all duties, posts, and tasks as assigned

Competencies

- Commitment to uphold and execute upon the mission of Perseverance Prep.
- Unwavering, high expectations for all scholars, with a belief that all children deserve access to a college education
- Clear and effective communication skills for diverse audiences including students, staff, families, and the local community.
- Extreme comfort in consistent interaction with families and community members from diverse backgrounds
- Ability to reflect on how to improve, self-awareness of strengths and weaknesses, willingness to take responsibility for actions and mistakes.
- Willingness to roll up sleeves and do whatever it takes to create a strong school environment; no task beneath the role
- Ability to thrive in a fast-paced environment and embrace multi-tasking a large number of projects



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Job Qualifications

- A Bachelor's degree preferred
- A minimum of two years of experience in community engagement or a customer-facing role
- Bilingual (spoken and written) required
- Technological proficiency in Microsoft Office
- Strong communication skills (spoken and written) with diverse constituents (teachers, families, students, community members)
- Technological proficiency in Microsoft Excel
- Extremely detail-oriented approach to work
- Positive attitude and persistent mindset in the face of obstacles and a productive problem-solving approach to counter setbacks

Salary & Benefits

Perseverance Prep offers a competitive stipend for community engagement work.

Start Date

The Director of Outreach will begin on August 1st, 2018, and will be an integral part of school start-up.

Apply Now

Please send a resume and optional cover letter to aleenatali@perseveranceprep.org.

Commitment to Diversity

As an equal opportunity employer, Perseverance Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected.