

# BROOKLYN FRIENDS SCHOOL

## Position Opening

**Position Title: Service Learning & Civic Engagement Assistant**

**Reports To: Director of Service Learning & Civic Engagement**

**Schedule: 20 hours/week (follows academic calendar)**

**Opening: August 23, 2018 - one-year interim position**

### **Position Summary:**

Under the supervision of the Director of Service Learning & Civic Engagement, the **Service Learning & Civic Engagement Assistant** will be responsible for the organization and administration of the Community Partner Database, creation and management of media related to service learning and civic engagement efforts throughout the school, supporting event planning and execution, and helping to coordinate many of the day-to-day activities of the Service Learning & Civic Engagement Office.

### **Primary Responsibilities Include:**

**1) Community Partner Database administration:** Ensuring a robust, current, and accessible electronic database with city-wide volunteer opportunities for BFS community members.

**2) Media creation and management:** Photographing and video recording service learning experiences throughout the school community, interviewing students and faculty about these experiences, and drafting articles to be featured on the BFS website.

**3) Event planning and execution:** Partnering with the Director of Service Learning & Civic Engagement to schedule and coordinate logistics for service-related events and opportunities including the Community Issues Conference, Brooklyn in Solidarity event, speakers, films, discussion groups, and workshops at PAT-sponsored events.

### **4) Administrative support:**

- Taking minutes at meetings that the Office of Service Learning & Civic Engagement attends (e.g. All School Service Learning Committee, PAT Service Learning Committee, etc.).
- Performing other duties and administrative tasks as assigned.
- Making it all happen — doing whatever is needed to make our office successful!

### **Knowledge, Skills, and Abilities required:**

- BA in communications, education, social work, or a related field.
- Strong listening, speaking, and writing skills.
- Effective organizational skills with careful attention to accuracy and detail.
- Ability to take initiative and follow-through when creating and completing projects.
- Working knowledge of Word, Excel, Google Apps, WordPress, and social media.
- Facility with photography and videography.
- Ability to work collaboratively, sensitively, and effectively with all constituencies in a diverse school community.
- Ability to remain unflappable and flexible across a variety of contexts that require integrity, good humor, savvy, perspective, and poise.
- Commitment to equity and justice.
- Direct experience with young people preferred.
- Teaching and/or community organizing experience a plus!

*Please send resume and cover letter to [servicelearningposition@brooklynfriends.org](mailto:servicelearningposition@brooklynfriends.org)*

*April 2018*