



OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

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| JOB TITLE | Community Engagement Coordinator |
| REPORTS TO | Director of Programs |
| TIMELINE | <ul style="list-style-type: none">• Applications accepted starting July 29, 2022 |
| JOB DETAILS | <ul style="list-style-type: none">• Full Time, Hourly, Non-Exempt• Some nights or weekends may be required in support of key Ed Fund events. |
| COMPENSATION | <ul style="list-style-type: none">• The salary for this position is \$30.77 Hourly. |
| BENEFITS | <ul style="list-style-type: none">• Generous Vacation and Sick Time Accrual• Average of 13-15 Paid Holidays• Health, Vision, and Dental Insurance• Sponsored 401K Plan (non-matched)• Staff Development Budget |
| INSTRUCTIONS | <p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.• Please do not send your application directly through email. Apply for the role at the following link: <p>https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=79123&clientkey=9EDDA61FB2E40A7C2CE2B691A9A53B34</p> |

ABOUT THE ED FUND:

The Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to connect public schools with tools, funds, and volunteers. Learn more about our work at www.oaklandedfund.org.

Our organization runs the public schools' volunteer program on behalf of the school district, and therefore, we are Oakland's largest school-based volunteer program. We support all parents, guardians, community members, groups, and businesses to become impactful volunteers in Oakland public schools. The Adopt an Oakland School program is how we engage corporate partners interested in making a positive impact through customized, relevant volunteer events.

WORK LIFE AT THE ED FUND:

- Ability to work from home;
- Great mentorship and opportunities for both personal development and professional growth;
- Flexible work schedule;
- The opportunity to make a direct, positive impact on Oakland public schools and programs serving our youth.

ABOUT THE ROLE:

The Oakland Public Education Fund is seeking a motivated, passionate, and detail-oriented Community Engagement Coordinator to support the Adopt an Oakland School Program, Oakland School Volunteers, and other programs of the Ed Fund. The Coordinator plays a key role in achieving the goals of the programs team through activities such as community and stakeholder engagement, relationship-building, coordinating and managing signature events, and obtaining resources for students and schools that need them most.

The Community Engagement Coordinator will work closely with the Director of Programs and the wider organization as well as business leaders and educators across the school system to operate and strengthen community-based programming. This position will need to be deeply embedded in the community to be able to develop and support new partnerships to support the programs of the Oakland Ed Fund.

DUTIES AND RESPONSIBILITIES:

Adopt an Oakland School (40%)

- Support and coordinate relationships between businesses, community volunteers and school sites as a part of the Adopt an Oakland School program, with special focus on the new Adopt and Oakland School Community Volunteers Program.
 - Plan and communicate all volunteer event logistics between the business, community volunteers and school.
 - Support and guide educators to work with volunteers by identifying how to leverage volunteer support effectively.
 - Promote events and highlights on social media.
 - Support the creation and distribution of Impact Reports at the end of each school year

Volunteer Recruitment and Community Engagement (30%)

- Help determine signature community events for Ed Fund to lead, and manage events to ensure they meet all goals
- Serve as Ed Fund liaison to existing community events and communicate about Ed Fund mission, programs, and impact
- Seek out potential community and corporate partners expressing interest or seeking more information about volunteering in Oakland public schools by attending community events relevant to our work.
- Help develop the Ed Fund's Community Advisory Boards for OUSD literacy initiatives
- Support the A-Z mini-grant cycle

One Time Volunteer Events and Volunteer Clearance Support for OSV (20%)

- During busy seasons, support coordination of 1x volunteer events as well as the processing of new volunteers to clear them to volunteer in schools (Back to School prior to Americorps start and vacation coverage).
- Work with new and existing automated processes to provide a great experience to each applicant.

Techlink Program Support (10%)

- Coordinate preparation in the fall for the Techlink spring mentoring program during the school year, recruiting mentors and navigating school partnerships to host mentors.
- Other duties as assigned including evening and weekend work (as needed)

PREFERRED QUALIFICATIONS:

- Entrepreneurial and proactive -- identify needs, projects, problems, opportunities, and pursue them without having to be directed to do so;
- Excellent organizational and time management skills, with an orientation toward detail, and the ability to work on several projects at one time with multiple deadlines;
- Experience working in a nonprofit environment
- Experience using Salesforce
- Experience in the fields of education or college access.
- Knowledge of and connections to Oakland communities.

REQUIRED QUALIFICATIONS:

- Strong organizational skills, attention to detail, and ability to prioritize and manage multiple competing deadlines.
- Excellent communication and writing skills.
- Deep commitment to and passion for the vision of the Ed Fund.
- Proficient with Google Suite tools.
- Proficient in Microsoft Word, Excel, Powerpoint.
- Strong self-motivation and ability to operate effectively with limited direct management.
- Demonstrated ability to learn quickly and adapt to new situations.
- Demonstrated ability to interact effectively with diverse groups.
- Interpersonal skills using tact, patience and courtesy.

- Must be a team player, be resilient and have a sense of humor.
- High school diploma, college degree preferred.
- Work authorization: US (Required).
- Must be fully vaccinated against COVID-19 and able to submit proof.
- Ability to pass a criminal background check and tuberculosis test.
- Ability to lift 20 lbs.

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.