



## **COMMUNITY ENGAGEMENT MANAGER**

### **JOB DESCRIPTION**

**SUMMARY:** Rainier Prep is seeking an exceptional Community Engagement Manager who wants to be part of creating an excellent school that will deliver radically different results for students who have the most obstacles to a college degree. This position requires a self-motivated, collaborative professional who has proven ability to successfully work with diverse stakeholders, develop and engage members of the community, coordinate social services, lead student recruitment, and enforce school culture with students and families. This person will thrive in a demanding and team-oriented culture. This position reports to the Director of Operations.

**ABOUT RAINIER PREP:** Rainier Prep is a rigorous college preparatory public 5<sup>th</sup> – 8<sup>th</sup> grade school located in Highline, WA. Committed to transforming the future one child at a time, Rainier Prep believes in the inherent capacity of ALL students to succeed in a college prep environment. Rainier Prep is committed to achieving radically different outcomes for traditionally underrepresented low income and minority populations and focused on identifying and serving those students who will be the first in their families to attend and graduate from college. We are committed to preparing all students to excel at four-year colleges and to serve as leaders in their communities.

**MAJOR RESPONSIBILITIES:** Create a positive, professional, and welcoming school environment by engaging students, families, staff, and community partners in the Rainier Prep mission and focusing on elements outside of the classroom environment that affect students' learning. Lead all student recruitment efforts and track student and school-wide culture data.

#### **Responsibilities include:**

##### **Relationship Management**

- Establish, develop, and maintain relationships with students, families, staff, social services agencies, and community partners to engender trust and deliver results
- Create and lead professional development for students, staff, and families on social services, student recruitment, and school culture as needed
- Serve as the first point of contact, representing Rainier Prep by answering phones, greeting visitors, and handling a wide variety of family and student concerns in a professional manner
- Cultivate the Rainier Prep Parent Advisory Council and systems of outreach for our families
- Coordinate and/or provide interpretation and translation for teachers, staff, and all school events
- Create and support positive family events outside of the school day
- Cultivate relationships with community based organizations
- Generate in-kind resources for the social emotional needs and enrichment of our students



### **Student and Family Resource Coordinator**

- Develop program to address the needs of our specific student population
- Coordinate social services for students/families in need
- Develop practical and useful systems for tracking and follow up to support student growth and increase family stability
- Support with transportation services, plan bus routes, serve as a communication liaison between school staff, bus company, bus drivers, students, and families
- Serve as the school's primary McKinney Vento Liaison
- Connect families and students to out of school time learning (after school and summer programs)
- Monitor the success of our family engagement through survey and other data collection to annual make changes to better meet the needs of our students and families

### **School Culture**

- Track student and school-wide data, including student attendance, behavior, and other achievements/infractions that support the teacher, staff, and families in meeting school goals and supporting state compliance requirements
- Manage the collection, and ongoing maintenance of all student records and files, using various tools such as Excel, Google, and Illuminate (our Student Information System)
- Identify and address school culture issues with teachers, students, and families achieving buy-in for solutions
- Meet with students and families that are having serious behavior issues and work with families and teachers to develop plans to improve behavior

### **School Operations**

- As a member of operations team, work closely with other staff members and fill in where needed to ensure smooth school operations
- Help create and refine systems to help the school run smoothly
- Support staff with field study planning for students, which includes: securing buses, packing lunches, making sure that students have all medications and teachers have all logistics
- Active member of day-to-day running of the school, including arrival, hallway, lunch/recess, Enrichment and dismissal duties
- Be the opener and closer one day per week for the operations team

### **Student Recruitment**

- Manage all aspects of student recruitment and enrollment, including ongoing enrollment policies, the lottery, applications, enrollment forms, and enrollment events
- Develop practical, scalable systems for student recruitment and enrollment



- Develop and refine student recruitment programs and strategies to maximize results with minimal effort

#### **Deliver Excellent Results:**

- Students, families, staff, and community partners have a positive and transformative experience with Rainier Prep that leads to lasting bonds
- Students and families have access to relevant social services in the community
- Community partners regularly and consistently help Rainier Prep achieve our mission
- Student enrollment is kept at 81 students per grade
- Attendance, behavior, culture, and student records are accurately tracked and reported
- School culture goals are met and staff receives support needed for school culture

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's Degree
- Experience leading projects or programs in a diverse community resulting in effective outreach and meeting/exceeding goals
- Ability to create, implement, and maintain systems for operational excellence and incorporate various perspectives when creating or improving a system and/or training other staff to use it
- Excellent relationship building and communication skills with adults and students alike
- Growth mindset and belief that all children can learn at high levels
- Detail-oriented team player willing to roll up their sleeves to get the job done
- Ability to multi-task in a fast-paced, dynamic environment
- Excellent organizational, planning, and implementation skills
- Excellent writing, communication, and presentation skills
- Experience working with diverse students and families including immigrants
- Strong technology skills, ability to adapt quickly and learn new technology, and proficiency in Microsoft Office (Word, Excel) and Google Suite
- Fluent in Spanish, Somali or Vietnamese

#### **PREFERRED QUALIFICATIONS:**

- Experience planning, implementing, and refining large-scale events, projects, or programs
- Masters in Social Work

**SALARY:** \$38,000 - \$45,000 annual salary. Excellent vacation and benefits such as health, dental and vision insurance as well as retirement will be included.

#### **HIRING PROCESS:**

Go to [www.rainierprep.org/careers](http://www.rainierprep.org/careers) and click "apply here" to begin the application process. Then email a cover letter and resume to [apply@rainierprep.org](mailto:apply@rainierprep.org). Rainier Prep will invite select candidates for



interviews. The selection process will continue until the position is filled. Hiring is contingent upon successful completion of employment and certification verification, fingerprinting, etc.

***Equal Employment Opportunity Commitment***

Rainier Prep is an equal opportunity employer and thus affords equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law.