



Position Description

Position Title: Community Development Coordinator **Drafted:** September 10, 2021

FLSA Classification (Exempt / Non-Exempt): Non-Exempt

Supervisor's Title:

Schedule: 40 hours per week, 12-month position **Performance Review:** Annual

Position Essential Functions and Responsibilities: The Community Engagement Coordinator is an integral part of the leadership team and works directly with scholars, families, staff, and community. The position leads the recruitment and enrollment, coordinates the meaningful engagement of families, and leads efforts to build strong community partnerships to support the school community.

Essential Functions:

Essential functions include the following. Other duties may be assigned.

Enroll and Engage (70%):

- Strategize and implement a multi-channel plan to ensure that Vanguard Collegiate is fully enrolled by July 15th of every school year
- Establish and maintain a positive rapport with scholars, families, and community stakeholders in service of the mission and increase scholar retention
- Work with Office Manager to navigate the continuity of incoming and outgoing enrollment-related information in a systematic, efficient, and resourceful manner
- Develop relationships with agencies and organizations whose resources can help increase academic success and improve the conditions for learning
- Manage the EnrollIndy system
- Build out yearly plan of family engagement events and drive team's plan implementation in an effort to support the school's culture and visibility in the community
- Serve as a liaison to the community and attend external meetings as needed
- Recruit, cultivate, and train advocates for Vanguard Collegiate's mission
- Lead marketing/social media/website efforts

School Activities (25%):

- Lead physical education classes

Special Projects (5%):

- Coordinate and develop project plans for special events and activities

Qualifications Requirements:

- Drive to improve the minds and lives of students in/out of the classroom
- Eagerness for constant collaboration and feedback
- Desire to grow professionally



- The deeply rooted belief that children are capable of reaching the highest bars we set for them
- An education advocate with unwavering commitment to the Vanguard Collegiate mission
- An organized relationship builder with a deep passion for partnering with families
- Highly skilled communicator with excellent writing skills
- An organized leader with acute attention to detail
- A high-energy professional
- Bachelor's degree

Physical Demands

- Ability to stand under 1/3 of the time.
- Ability to walk under 1/3 of the time.
- Ability to sit over 2/3 of the time.
- Ability to talk or hear all of the time.
- Ability to lift over 20 lbs. under 1/3 of the time.

Technical/Computer Skills

- Ability to effectively use email (MS Outlook) and MS Office software programs as necessary.
- Ability and willingness to effectively use other job-related technology tools, including but not limited to:
 - Telephone System
 - Fax System
 - Image Scanners
 - Photocopiers

The essential duties, knowledge, skills, abilities, work environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please read carefully and check one of the choices below:

I have reviewed the job description above. I can perform all of the essential functions of the job.

I have reviewed the job description above. I can perform all of the essential functions of the job with the following reasonable accommodations:

Print employee name: _____