



Community Engagement Coordinator | Job Description

JOB TITLE: Community Engagement Coordinator

REPORTS TO: Building Administrator

GROUP: Support Staff

JOB SUMMARY: *(Brief description summarizing the overall purpose and objectives of position.)*

The Community Engagement Coordinator develops and facilitates career exploration, career readiness, and work-based learning opportunities for students, staff, community partners, and employers.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- School-Business-Community Link
- Develop and facilitate career related opportunities in partnership with school districts, employers, and community-based organizations. Serve as a liaison between the partners to provide career awareness, career exploration, and career experience opportunities. This would include, but not limited to career interest assessments, mock interviews, job shadowing, business tours/speakers, internships, events, and/or work experiences.
- Regular communication with school administrators, counselors, and teachers to address unmet career counseling needs, increase understanding of local occupations in demand, and align classroom and program goals with the business community.
- Recruit employers and students to participate in job shadowing, career awareness, career exploration, community-based work experience and on-the-job training programs.
- Supervise and manage the work experience program.
- Seek out new partnership opportunities within the existing business community and develop actionable steps that lead to authentic student engagement in workplaces.
- Create and manage a database of business partners and volunteers.
- Engage with students, both in the classroom and individually as needed, to help build employability and essential skills. Present job seeking and keeping skills classes along with job search, resume, and interviewing skills.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES *(Minimum competencies for job performance.)*

- Knowledge of secondary Career and Technical Education and work-based learning.
- Independent worker that demonstrates initiative and high-level task completion.
- Proven ability to establish and maintain effective working relationships with others.
- Ability to work with District partners and negotiate agreements and student opportunities for all grades.
- Demonstrate strong interpersonal skills and leadership ability.
- Excellent oral and written communications.



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- Experience with program development and implementation.
- Ability to meet deadlines.

EDUCATION AND EXPERIENCE *(Minimum level of education and experience required.)*

Bachelor's degree preferred and/or Associate degree in Business, Human Services or related area with two years of experience.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

Ability to travel; Valid MN Drivers' License, access to reliable, insured transportation.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, walk, hear, see and use repetitive motions. Specific vision abilities required by this job include close vision such as reading handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.