



COMPASS

YOUTH COLLABORATIVE

raising expectations • inspiring lives • building peace

Parent Coordinator

COMPASS Youth Collaborative Inc., is a not-for-profit child and youth services organization whose purpose is to raise the expectations of youth, inspire the lives of families and build peace within the community. In partnership with school officials, parents, the community and other organizations, COMPASS endeavors to equip youth with the skills and attitude necessary for success in school and in life.

COMPASS is looking for an energetic and dynamic individual to fill our part-time Parent Coordinator's position. The purpose of this position is to serve as liaison to parents of the children we serve. General Job responsibilities include but are not limited to: developing new leadership opportunities for parents; design and implement parent workshops and activities; coordinate activities with the parent/teacher organization; manage and maintain a list of all parent contact information; conduct home visits as necessary; establish outside resources for parents; organize meetings with parents..

Minimal Requirements include a High School Diploma, GED or equivalent experience; three years experience working with urban youth; two years experience working with Public School Systems; knowledge of community school strategies and principles; knowledge of resources within the Hartford community; strong written and oral communication skills; and strong organizational skills. Bilingual candidates are strongly encouraged to apply. COMPASS is an EOE.

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