**Communities In Schools of Peninsula**

**Job Title: Site Coordinator**

**Position:** 32 - 40 hours/week. Some evening and weekend work required.

**Location:** School Site within Peninsula School District or South Kitsap School District

**Reports to:** CISP Executive Director

**Benefits:** Medical, 401(k), Paid Time Off (PTO)

**Status:** Non-Exempt

**Pay Range:** $22 to $26 per hour DOE

**Why this position is a great opportunity?**

Thanks to the passion and contributions of our employees and community partners, Communities In Schools Peninsula (CISP) is our communities’ leading drop-out prevention organization. At a time when students and their families are facing uncertainty, we are within the schools and directly contribute to equity in education for all youth to achieve success.

You can contribute to our mission of surrounding students with a community of support, empowering them to stay in school and achieve in life. As a Site Coordinator, you are the one in the school who notices needs, provides opportunities, and support students in receiving targeted support. You have the flexibility to use your own skill set and to collaborate with over 20 partner agencies to fill gaps in service, equipping young people to succeed. You will be an integral part of the positive impact CISP has on our students, schools and community every day!

**How to be successful in the role of Site Coordinator?**

Your passion for equity in education and your ability to notice when there is an unmet need will be valued within our organization. We are looking for team members with a commitment to our mission and values. Being a Site Coordinator with CISP is relationship based with a high degree of gratification. Our team thinks outside the box to create specific asset-building programs to meet targeted student needs.

Click on this three-minute video to learn more about how you can make a difference as a CISP Site Coordinator: <https://youtu.be/9gGYlIoEKmM>

**Your future in the role of Site Coordinator?**

This position provides opportunities for professional development, growth, creativity, and fulfillment in a positive environment. CISP employees are ambassadors for student success and are also part of a school support team that meets on a regular basis. You will represent student-voice while also being part of a movement that strengthens our community.

**Values of Communities in Schools Peninsula**:

The Communities In Schools of Washington network exists to build on student strengths and overcome systemic barriers through advocacy, partnerships, and individualized social-emotional supports. CISP believes that youth deserve a caring community that empowers them to achieve their goals in the classroom and beyond. In order to do so, racism and other inequalities in our educational system and society must be acknowledged and addressed. CISP also stands for empathy, compassion, trust, kindness, and empathy.

**Core Responsibilities:**

* Work closely with school administrators, staff, and teachers to coordinate a team approach to addressing the social, emotional and resource needs of students to empower them to build on their strengths.
* Assess current student needs and emerging trends with the team to develop an annual CIS school support plan with measurable objectives, strategies for delivering and monitoring school-wide and targeted services and evaluating and reporting effectiveness.

* Lead and coordinate support plan strategies to deliver evidence-based, widely accessible school wide and targeted services for students identified as high risk of dropping out.
* Provide and/or coordinate individual or group interventions for youth impacted by issues such as substance abuse, mental or physical health concerns, truancy issues or involved in foster care or the juvenile court system.
* Build and maintain current community partnerships to facilitate access and secure resources and support to meet identified needs.
* Coordinate service delivery and activities and serve as a communication conduit with collaborating agencies to gather/exchange information.
* Serve as a community resource to the school and staff by sharing information and supporting school-wide activities such as school orientations, open houses, and parent events.
* Evaluate the effectiveness of school-wide and targeted strategies through a systematic data collection process.
* Work to maintain a positive image by understanding and demonstrating the CIS mission, goals and initiatives within the school and community.
* Support CIS resource development and communications strategies by providing content for grant proposals, marketing opportunities and hosting site visits as requested.

**Required Qualifications:**

* A college degree and/or 2 – 3 years educational or youth development experience working with at-risk youth and/or teaching elementary, middle, or high school students.
* Strong relationship-building skills, particularly with disengaged youth and their families.
* Ability to establish and maintain effective working relationships with schools, students, parents, community representatives and the public.
* Ability to work with people of diverse cultural and socio-economic backgrounds.
* Resourceful – able to identify multiple solutions to presenting issues.
* Excellent facilitation skills. Strong verbal and written communication skills.
* Strong organizational skills and ability to manage competing priorities.
* Ability to work both independently and as part of a team.
* Basic computer skills and working knowledge of Microsoft Office.
* Valid Washington state driver’s license, access to reliable transportation and proof of adequate vehicle insurance coverage.
* Ability to lift 25 lbs. on an occasional basis.
* Must pass a criminal background check.

**Desired Qualifications:**

* Experience in education, social services, counseling, juvenile justice, or related field.
* Familiarity with local community agencies and social service systems.
* Represent a diverse community.
* Bilingual in Spanish.
* Experience with dropout prevention, intervention, or reengagement strategies.
* Knowledge of community-based substance abuse and mental health assessment/treatment options.
* Advanced CPR/First Aid Training.

A couple of girls posing for the camera

Description automatically generated with low confidence

**All open positions will close at 5:00pm on August 25, 2023. Send a cover letter and resume to** [**colleen@cisofpeninsula.org**](mailto:colleen@cisofpeninsula.org)**. Phone calls are discouraged unless an appointment is made ahead of time. See** [**www.peninsula.ciswa.org**](http://www.peninsula.ciswa.org) **for more information.**

*CISP is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*