

- Performs or assists with various administrative functions of the program such as: composing, copying, and duplicating materials for site coordinator.
- Adheres to the Urban League policies and Hamilton County school regulation and carries out procedures established by the program and the school.
- Helps orient new staff and provide on-site training, and helps nurture creativity and professional growth among the tutoring staff.
- Receives incoming telephone calls, emails, and written correspondence and provide information regarding program operations, procedures, and regulations to appropriate personnel.
- Responsible for the implementation of the Equity & Excellence Program (EEP) scope of work.
- Represents the Urban League monthly school board meetings to stay ahead of policy related issues and changes.

Programmatic:

- Establish a routine schedule of school sites to monitor overall operations, record keeping, collection of statistics and tracking forms, classroom size, and attendance, and to undertake teacher observations, lesson plan design, and implementation.
- Participate in the general teacher screening and the selection of teachers.
- Participate in the design and organization of teacher training.
- Oversee the implementation of the health education project and related project initiatives such as nutrition classes, exercise classes, etc.

Values.

The position must model and support values and mission of the Urban League of Greater Chattanooga:

- Commitment to Community Success. Make a positive difference and have a measurable impact that enable African-Americans and other disadvantaged persons to secure economic self-reliance, parity, power and civil rights.
- Leadership. Provide strong leadership and act as a catalyst for promoting positive change in our community.
- Integrity and Accountability. Act with integrity that justifies trust.

Eligibility Requirements:

- B.A. Degree acceptable with 3-5 years of experience; Master's Degree Preferred
- Four or more years working with organizing & facilitating a community a successful community engagement effort
- Experience working in public schools highly preferred

- Must have excellent interpersonal and communication skills.
- Must have ability to manage time, be highly organized, and prioritize tasks
- Committed to the mission of the organization and passionate about community- schools partnerships

Competencies: Excellent interpersonal skills required. Knowledge of Education Public Policy. Excellent relationship building skills required. Must have exceptional written and oral skills.

Computer Skills: Knowledge of basic computer hardware and software applications. Advanced use of software applications including email, Internet, and Microsoft Office.

Communication Skills: Demonstrates exceptional oral and written communication skills.