POSITION ANNOUNCEMENT: COMMUNITY ENGAGEMENT DIRECTOR

ACE Leadership High School

The mission of ACE Leadership High School is to prepare young people to have successful careers in the construction professions (Architecture, Construction & Engineering). Our goal is to be the best school in the United States at transitioning its graduates to postsecondary education, apprenticeship, and/or meaningful careers. ACE Leadership is a public-private partnership, and our relationship with the professions provides unparalleled opportunities for our students to have well paid and enriching careers.

Position Description:

We are hiring for one of the three pillar director positions for the 2021-2022 academic year. In our unique model, a pillar director position is similar to what would be an assistant principal at a traditional school.

The Community Engagement Director is the face and liaison for the school in the community and ACE industries, ensuring the community is actively involved within the school. The Community Engagement Director provides vision, strategic planning and leads the organizational, program development and implementation of our Community Engagement Pillar, as well as oversight of community relations and student recruitment. We are looking for an authentic, passionate, dynamic and inspiring leader who will demonstrate commitment to improving educational outcomes for students and families.

Primary responsibilities of the position include:

- Serve as an on-site school leader.
- Provide vision and leadership to authentically integrate industry and community engagement schoolwide to successfully fulfill our mission.
- Develop, manage, and implement a schoolwide student recruitment plan to grow student enrollment numbers including building relationships with personnel at other schools, general community outreach, as well as direct work with students and families.
- Develop, oversee and help implement schoolwide work-based learning and internship programs.
- Develop, oversee and help implement strategy and programming to transition graduates into jobs, pre/apprenticeship and post secondary programs.
- Collaborate with Principal to develop and integrate Industry Framework and professionals into ACE projects and programming including planning and facilitation of Ed Cafes, ACE staff Industry site visits, and organizing and facilitating industry convenings.
- Organization of schoolwide exhibitions to include logistics, schedules, recruitment of judges, school preparation and obtaining venues.
- Collaborate with the Director of Student Support to integrate community into Student Support Pillar programming and activities.
● Lead outreach efforts to build and maintain strong relationships with external industry partners, community members, neighbors, government agencies, and nonprofit organizations including representing ACE at community events.
● Oversight and maintenance of social media.
● Serve as primary liaison for ACE alumni including connecting them with professional events, job placement/networking opportunities, and ensuring Alumni Tracking Database is updated.
● Provide regular and consistent professional development training and coaching to staff with regard to community engagement.
● Serve on and staff the ACE Board Mission Specific Outreach Committee.
● Ensure and oversee data collection regarding partnership development, partnership maintenance, community projects, and community feedback including maintenance of the Community Engagement Database.
● Collaborate with the Lead Team to provide strategic decisions and oversight of all school operations.
● Coordinate site visits with community partners and local government agencies.
● Create opportunities to engage parents with school events, conduct community dialogues and oversee school participation in events in the community including serving as the Title 1 Parent Liaison.
● Collaborate with ACE staff on student enrollment process including leading potential student tours.
● Manage and hire Pillar staff including Jesuit Volunteer(s) and/or Public Ally.

Minimum Qualifications:

● Bachelor’s degree in education, business, social work, or related field (additional years of experience can be substituted for education experience).
● Five years experience working with opportunity youth and/or working in a school/nonprofit.
● Excellent analytical, communication and presentation skill
● Strong collaborative skills and vision
● Ability to pass a background check

Preferred Qualifications:

● NM PED teaching, social work or administrative license
● Leadership and program development experience
● Experience in outreach, marketing, recruitment and social media
● Experience with developing and coordinating community based learning
● Strong understanding and relationships with Albuquerque ACE Industries and nonprofits
● Bilingual Spanish and/or American Sign Language

Salary: $75,000
Start Date: July 1, 2021

How to Apply:

To ensure consideration, applicants must submit the following materials directly to Justin@aceleadership.org by February 14, 2021. After that, applications will still be accepted and the position will remain open until filled.

- Letter of interest demonstrating qualifications and experience
- Personal statement of educational philosophy
- Current resume
- List of three professional references (direct supervisors preferred)
- Copies of current license(s) if applicable

All applicants will be screened based on desirable qualifications and relevant experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

At ACE Leadership HS, we do not just accept differences - we celebrate it, we support it, and we thrive on it for the benefit of our employees, students and families. ACE Leadership is proud to be an equal opportunity workplace and is an affirmative action employer.