



## **Position Announcement: at Dallas Community School**

### **Enrichment and Communications Specialist**

#### **About Dallas Community School**

Dallas Community School (DCS) is a public charter school located in Dallas, Oregon. Organized and operated by a grassroots nonprofit called Community Innovation Partners, Dallas Community School provides personalized learning opportunities for students in grades K-8. Our approach emphasizes community-based learning, where parents and other adults play a primary role in education and licensed teachers serve as skilled coaches, mentors and guides. We emphasize democratic learning, project-based learning, STEAM and a variety of other innovative approaches that meet the unique needs of our students. While we are truly a “school without walls” DCS will also offer optional Enrichment Classes at our site in Dallas that will build upon students’ unique skills and interests. Dallas Community School is a tuition-free public charter school sponsored by Dallas School District 2. Read more about us at [www.DallasCommunitySchool.org](http://www.DallasCommunitySchool.org).

#### **About This Opportunity**

The Communications and Enrichment Specialist (CEP) is responsible to work with instructors from the community who teach Enrichment classes both on site and in the community. Approximately 30 Enrichment Classes are offered each quarter and the CEP Specialist is responsible for development and oversight of these classes. The CEP also acts as the Communication Specialist for the school. This includes writing a weekly newsletter, responding to parent and community inquiries, and representing the school at community meetings and events.

#### **Who We’re Looking For**

We believe the most successful candidates will be out-of-the-box thinkers who fully embrace the idea of education that takes place in community-based and personalized learning environments. This person will be someone who understands that not all kids learn at the same pace and that a one-size-fits-all approach doesn’t work for everyone. We’re looking for people who are passionate about igniting a lifelong approach to learning and embrace the idea that parents, family, and community plays an enormous role in education. The successful applicant must be resourceful and know how to approach community members to develop interesting and high quality Enrichment classes. The ECS must have excellent organizational and follow through skills and ready to provide needed supports for our instructors.

A successful candidate is someone who likes the idea of a flexible work environment and is willing to approach challenges with grace and a can-do attitude. This position requires an individual who has exceptional writing skills and a creative flair to develop newsletters that are not only well written but imaginative and creative. The successful candidate is someone who knows how to promote our school in positive ways in the community using a professional presentation. As the Dallas Community School CEP, you are willing to try new approaches, roll with change, and develop productive relationships with people from all backgrounds. You’re someone who truly cares about the unique needs, abilities, and interests of our students and you’re ready to help youth develop a learning path that reflects those abilities and interests.

The Enrichment and Communication Specialist must meet the following qualifications and skills:

**Required Qualifications**

- High School degree or equivalent
- At least two years' experience in a related field
- Exceptional written and verbal communication skills
- Ability to act as a substitute instructor on short notice when necessary
- Ability to draw the community into our school
- Demonstrated understanding of community-based learning including a classroom settings, homeschooling, and alternative education
- Demonstrated proficiency with a wide variety of computer applications to promote and communicate with the community

**Knowledge, Skills, Abilities:**

- Able to check email daily and respond within 24 hours unless holiday or weekend
- Ability to quickly develop positive and effective working relationships with a wide variety of people
- Available and willing to meet face-to-face with students and parents
- Operational knowledge of web-based communication platforms and Microsoft office suite
- Strong communication skills – written, oral, telephone, e-mail
- Ability to maintain a positive, professional, and friendly demeanor always
- Access to personal transportation; insurable driving record
- Ability to engage and motivate instructors and community members to become involved in the Dallas Community School
- Ability to make a positive contribution to the DCS team and provide support for fellow co-workers
- Ability to work with the Director on all budgetary processes for this program

**Desired Qualifications:**

- Bachelor's degree in a relevant field (education degree highly desirable)
- Direct experience working with families, education/learning environments, and/or community environments
- Previous experience working in an school, or public relations/communications environment

**To Apply:**

1. View the complete position description at <http://dallascommunityschool.org/employment>.
2. Email the following documents to [jobs@DallasCommunitySchool.org](mailto:jobs@DallasCommunitySchool.org) with *Enrichment and Communication Specialist in the subject line*.
  - Cover letter
  - Resume
  - List of professional references if not included in your resume
  - Letter of reference from your most recent supervisor
  - Complete college transcript (if available - need not be official)
  - Completed supplemental questions (found on our website)

Due to the anticipated number of applications expected, we regret that we cannot personally reply to every inquiry. Applicants selected for an interview will be notified by phone. Applicants selected for hire must pass a drug screening and a comprehensive criminal, driver, and personal history background check.

Position open until midnight on June 1, 2017. Interviews will **most likely** be held on June 9, 2017

