

Good Schools for All, a program of the Community Foundation for Greater Buffalo, is seeking exceptional candidates to fill multiple positions in its rapidly growing \$2.3 million a year not-for-profit organization. Offering no programs or services, Good Schools for All is a neutral independent convener. Its mission is to mobilize community to help Buffalo's children succeed academically. Since 2002, Good Schools' primary focus has been literacy, the foundation for academic success. Recognized nationally for its transformational ***Read to Succeed Buffalo*** literacy initiative, Good Schools is determined, with the right people, to make a difference for our children and their families.

Community Outreach / Marketing Coordinator

The Community Outreach/Marketing Coordinator will work primarily in the field with block clubs, civic organizations and the community-at-large in raising awareness of the ***Read to Succeed Buffalo*** literacy campaign. The work will focus primarily in the designated literacy zone, zip code 14215, but will include other areas of the City of Buffalo as well. In carrying out this mission, the Community Outreach/Marketing Coordinator will improve community knowledge and participation in literacy initiatives, and serve as liaison for *Good Schools for All* with community stakeholders related to literacy issues.

Responsibilities

Block Club, Civic Organization and Community Leadership Development

- Conduct community outreach to ensure maximum residential participation with respect to the Read to Succeed Buffalo campaign and build relationships with civic, business, faith community, block clubs and other organizations or individuals that can move the literacy campaign forward.
- Assist neighborhood groups in engaging their constituents in the literacy initiative. Groups include block and street clubs, civic associations, and special interest groups such as landlord or tenant associations, etc.
- Provide assistance and growth of neighborhood leaders and organizations, strengthen and expand existing resident block and street groups increasing community activism and providing technical assistance to include small grants applications and management.

Community Education and Planning

- Develop seminar and educational workshops addressing the identified needs of the community.
- Assist *Good Schools for All* program staff and executive director in incorporating residential concerns and issues in the Read to Succeed Buffalo strategic and operating plans.

Community Assistance

- Organize and coordinate with other local service providers and interested groups a volunteer task force to assist community members with literacy issues.
- Arrange organization-sponsored community education events and neighborhood improvement issues and services.

Event Planning & Marketing

- Organize community meetings and events, as necessary.
- Create flyers, press releases & other outreach materials as required.

Other Duties

- Other duties as assigned, including, but not limited to working as part of team with other *Good Schools* staff and attendance at *Good Schools* sponsored events.

Qualifications

Experience

- Knowledge and experience in community organizing. Familiarity with community development principles and tools that strengthen community participation.
- Experience planning and facilitating meetings, identifying community needs, working with community leaders and volunteers of diverse backgrounds.
- Grant writing, project administration and evaluation experience.

Skills

- Interpersonal skills, including conflict resolution, and consensus building.
- Representational and public speaking skills.
- Effective verbal and written communication skills and an intuitive listener
- Excellent organizational skills, ability to manage multiple tasks and meet deadlines
- Sufficient computer competency, working skill set for Microsoft applications
- Knowledge of publishing software

Education

- A Bachelor's degree (preferably a Masters degree) in marketing, communications, political science, public policy, education, community development, creative studies, or related fields.

Qualified candidates send a cover letter explaining your qualifications and a current resume to:

Helene H. Kramer, Executive Director
Good Schools for All
hkramer@goodschoolsforall.org

RESUMES MUST BE POSTMARKED BY MAY 30, 2008

See the Read to Succeed Buffalo (www.readtosucceedbuffalo.org) or Good Schools for All (www.goodschoolsforall.org) web sites to learn more about who we are and what we're doing.