



## Community School Coordinator, Elizabeth City Middle School

### **North Carolina Community Schools Coalition, Inc.**

The NC Community School Coalition, Inc. (NCCSC) is a nonprofit organization guiding the statewide implementation of the NC Community Schools Framework to improve the academic, mental, and physical health of North Carolina students. NCCSC currently supports 42 public schools across 32 Local Education Agencies (LEAs) in becoming hubs of community pride and resources. We partner with districts, schools, and communities to implement, evaluate, scale, and sustain this work.

**Location:** School-based at Elizabeth City Middle School in Pasquotank County.

This is a full-time position with an ideal start date of August 24th, 2026

- Please send application materials such as resume/cv and cover letter to [hiring@nccscoalition.org](mailto:hiring@nccscoalition.org) with the subject line: "ECMS CSC Application: Your name"

### **Position Overview:**

The Community School Coordinator will play a pivotal role in the implementation of the Full-Service Community School (FSCS) strategy at the school site level, as part of the North Carolina Community School Coalition (NCCSC).

The coordinator will be responsible for conducting comprehensive needs and assets assessments, collaborating with the school's inclusive leadership team, and engaging a diverse range of stakeholders including school staff, families, administrators, and community partners to develop and execute a strategic plan based on assessment findings.

In this role, the Community School Coordinator will initiate, facilitate, and sustain programs that align with the district's strategic plan, leveraging community resources to enhance individual and community assets, address critical needs, and foster long-term collective solutions.

The coordinator will utilize performance, project, and operations management skills, alongside community partnership development, to effectively carry out their responsibilities.

Leadership, critical thinking, and teamwork will be essential in achieving the objectives of this position.

The Community School Coordinator will maintain a visible presence within the school district, ensuring effective communication and collaboration with various stakeholders. The coordinator will engage in a variety of duties including conducting assessments, developing strategic plans, facilitating programs, managing records and data collection, and producing reports to support school and community partners. The position is contingent upon available funding and requires a proactive approach to community engagement and program development.

### **Key Responsibilities:**

- Conduct needs and assets assessments for community schools.
- Develop strategic plans for community schools based on assessment results.
- Facilitate development and stewardship of the school advisory board.
- Facilitate programs aligned with the strategic plan and provide support to school and community partners implementing programs aligned with the strategic plan.
- Communicate effectively with school district and partners.
- Collaborate with community school partners.
- Coordinate and prepare publications such as program and event communications.
- Organize and coordinate services and trainings for community partners and families.
- Develop and manage a family resource center.
- Utilize management tools for record keeping and data collection.
- Produce quarterly and yearly reports for stakeholders.
- Assist with the management, coordination, implementation, and evaluation of the Community Schools initiative.
- Track project timelines, meetings, and goals in collaboration with the school district.

**Requirements:**

- Bachelor's degree and one year of experience related to the area of assignment; or equivalent combination of training and experience.
- Working knowledge of K-12 school processes and practices.
- Experience developing community supports in schools.
- Excellent organizational, management, and technical skills.
- Strong interpersonal skills, including networking with K-12 settings and community members.
- Experience working in rural school and community settings.
- Demonstrated project management and coordination skills.
- Capacity to build and sustain networks and collaborate across systems.
- Ability to communicate effectively, both orally and in writing.
- Demonstrated ability to work collaboratively with diverse populations.
- Computer skills, including familiarity with Google suite and Microsoft programs

**Preferred qualifications:**

- Deep knowledge and understanding of the community.
- Familiarity with Canva or similar programs.
- Experience in grant writing or management.
- At least 3 years of work experience in educational settings, leadership, and collaboration with community partners.

**Compensation:**

Salary: \$57,500. Includes comprehensive benefits and professional development opportunities.