Are you searching to make an impact? Can you unlock a child’s potential?

Are you ready to plan and manage your own programming?

Join the CIS NOVA Team!

The mission of Communities In Schools (CIS) is to surround students with a community of support, empowering them to stay in school and achieve in life.

Position Summary:

The middle school Site Coordinator (SC) is responsible for providing effective leadership, training, supervision, administration and coordination of CIS related activities at an assigned partner middle school.

The Site Coordinator reports to the CIS NOVA Program Manager and works closely with the Principal and support team at the school. This is a full time position and is school based. CIS NOVA follows local school district guidelines, so that Site Coordinators are in school when students are based in school and will follow school guidelines should conditions change.

Responsibilities: (May not include all duties performed)

- Management of the assigned CIS site: Develop, implement and monitor annual site plan in partnership with the school administration. Ensure that needs assessment, service delivery, data tracking, and evaluation/reporting take place.
- Participate in interdisciplinary meetings (virtual/in person) with school staff and other resource providers to effectively utilize existing resources and address gaps in support/services.
- Actively support and/or implement school orientations, food/basic needs/school supply distributions, and parent events. Establish and maintain relationships within the community that benefit the school and students.
- Secure community support and partnerships to meet school-wide and students’ needs as identified in the site plan. Assist in the recruitment, orientation and training of service providers, volunteers, and student interns as appropriate in the current environment.
- Coordinate data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students. Document progress and track site and student outcomes. Modify programming as necessary to meet the needs of students and achieve goals.
- Carry out other duties as assigned by CIS Program Manager.
About You:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required qualifications:

- Commitment to the mission of Communities In Schools;
- Bachelor Degree in the areas of social service, education, youth development, public administration or a related field;
- Strong verbal, written, and presentation skills;
- Knowledge of community and school-based service practices;
- Ability both to work independently and in collaborative team settings;
- Ability to mediate conflict and stressful situations;
- Excellent coordination and time management skills;
- Advanced PC skills including Microsoft Office Suite, Google and social media;
- Valid driver’s license, access to reliable transportation and proof of adequate vehicle insurance coverage.

Preferred qualifications:

- Bilingual;
- Familiarity with education, health, child welfare, human service, and related systems in Fairfax County.

What We Offer:

- Work that makes a difference—the opportunity to contribute to an important mission.
- Competitive and comprehensive compensation and benefits package.
- Generous paid time off benefits.

Communities In Schools of Northern Virginia is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. Communities In Schools of Northern Virginia prohibits harassment of applicants or employees based on any of these protected categories. CIS NOVA is an equal opportunity employer.

Candidates must pass a criminal background check and provide proof of Covid-19 vaccination.
Chosen as a critical non profit, by the Greater Washington Catalogue for Philanthropy’s Class of 2021-2022, from a competitive applicant pool.

Catalogue for Philanthropy