

Job Description: Director of Community Engagement

Position Title: Director of Community Engagement - Custom Class

Employment Type: Part-Time, Salaried

Location: Remote and On location as needed

Supervisor: Board of Directors Community and Partnerships Committee or Appointee

Position Summary:

The Director of Community Engagement is a key leadership role responsible for fostering and maintaining strong relationships between the school, families, community organizations, and local businesses. This position oversees community relations, marketing, and the integration of community resources into the educational experience to support student learning and school success. The Director will also supervise and collaborate with Community Liaisons to connect students with valuable community-based learning opportunities.

This part-time position reports directly to the school's leadership team and plays a vital role in promoting the school's mission, vision, and values within and beyond the school community.

Essential Duties and Responsibilities:

Community Relations, Outreach, and Marketing:

- Serve as the primary liaison between the school and the broader community, including parents, local organizations, businesses, and civic leaders.
- Develop and implement a comprehensive community engagement and marketing strategy to promote school programs, events, and student successes.
- Manage and update the school's website, social media accounts, newsletters, and other communication platforms to ensure consistent and effective messaging.
- Create and distribute press releases, promotional materials, and digital content to enhance public awareness and support for the school.
- Work closely with leadership to develop public relations campaigns that highlight the school's impact and achievements.
- Volunteer at a Southern Utah based secular non-profit on average 5+ hours weekly.

Community Liaison Supervision & Partnership Development:

- Supervise and collaborate with Community Liaisons to ensure alignment of community engagement efforts with school goals.

- Train and support Community Liaisons to build relationships with businesses, organizations, and mentors to facilitate student learning opportunities, such as internships, job shadowing, and project-based learning.
 - Develop and maintain strong relationships with community partners, ensuring sustainable collaborations that benefit students and families.
 - Coordinate with Community Liaisons to identify and integrate real-world learning experiences into student learning plans, both in-person and virtually.
 - Work with Community Liaisons to connect students and families with resources that address academic, social, and career development needs.
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Work Environment & Physical Demands:

- This is a part-time role, and the schedule may require some evening and weekend work for events and community meetings.
 - Regularly required to communicate clearly, sit, stand, and occasionally lift up to 20 lbs.
 - Reasonable accommodations will be provided as needed in compliance with the Americans with Disabilities Act (ADA).
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Equal Employment Opportunity (EEO) Statement:

Custom Class Charter School is an Equal Opportunity Employer and is committed to providing a workplace free from discrimination. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status or any other characteristic protected by applicable law.

Background Check & Other Requirements:

Employment is contingent upon:

- Successful completion of a state-required background check and fingerprinting.
 - Verification of eligibility to work in the United States.
 - Compliance with all state and school-specific training, certifications, and professional development requirements.
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Compensation & Benefits:

- Competitive Salary commensurate with experience.

- Opportunities for professional growth and development.
 - Participation in applicable school events and training.
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Application Process:

Interested candidates should submit the following with the subject “Application for Director of Community Engagement” to info@customclass.org

- Resume/CV.
- Cover letter outlining qualifications and interest in the position.
- Professional references.

Applications will be reviewed on a rolling basis until the position is filled.