



Community Resource Coordinator (Part-time)

Job Description

Job Title: Community Resource Coordinator

Position Summary:

We are seeking a dynamic and highly organized Community Resource Coordinator to support student learning by coordinating guest speakers, educational field trips, and community service opportunities that align with the curriculum. This role is critical in fostering meaningful engagement between the school and its broader community by recruiting volunteers, securing appropriate clearances, and cultivating partnerships with parents, local organizations, and corporate partners. In addition, the Coordinator will assist in public relations efforts, manage social media updates, and provide support for front office operations as needed.

Key Responsibilities:

- Coordinate parent, community, and corporate involvement to support a variety of school programs.
- Develop, maintain, and manage a comprehensive database of volunteers and community resources.
- Organize and schedule relevant guest speakers and curriculum-aligned field trips, including extended and off-campus experiences such as outdoor education programs.
- Ensure all volunteers have appropriate clearances and are properly documented in accordance with school and district policies.
- Design and oversee class-based community service projects that align with educational goals and community needs.
- Collaborate with the Director to plan and execute public relations activities and materials, ensuring timely communication with parents and stakeholders.
- Maintain and regularly update the school's Facebook page and other relevant social media platforms to promote events and achievements.
- Contribute to the development and management of resource development initiatives as assigned.
- Potentially establish and administer a school mentorship program, including the ongoing recruitment and engagement of mentors and other resources.
- **Assist with front office duties as needed, supporting day-to-day administrative functions and visitor management.**

Qualifications:

- Bachelor's degree or equivalent experience preferred.
- Minimum of one year of experience in community engagement or involvement, either in a paid or volunteer role.
- Exceptional oral and written communication skills.
- Strong organizational and time management abilities.
- Experience supervising volunteers is preferred.

- Fundraising experience is a plus.
- Background in an educational setting is advantageous.

Desired Attributes:

- Self-motivated and proactive with a passion for community building.
- Strong interpersonal skills and ability to work collaboratively with diverse groups.
- Creative thinker with the ability to manage multiple projects simultaneously.
- Commitment to fostering a positive and inclusive school environment.

Application Procedure:

Send cover letter, resume, or completed Application:

Infinity Charter School Personnel
5405 Locust Lane
Harrisburg, PA 17109

Phone: (717) 238-1880 Fax: (717) 238-1190

Position open until filled.

Infinity Charter School does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its educational programs or activities. Inquiries may be referred to the school's Nondiscrimination Compliance Officer.