



## COMMUNITY PARTNERSHIPS COORDINATOR AmeriCorps VISTA

Through improving the communication, coordination, collaboration, and alignment of school partners within the larger school network, the PHENND Fellow VISTA will work to ensure that these partnerships are mutually beneficial, sustainable, and serving high-poverty Philadelphia students effectively.

### WHAT A COMMUNITY PARTNERSHIPS COORDINATOR VISTA DOES:

- **Documentation and Needs Assessment**
  - Compile information from existing school-community partnerships to identify schools needs
  - Create and conduct needs assessment with staff and present results to stakeholders and school leadership
- **Strategic Planning**
  - Attend leadership meetings and required workshops to gain informal needs information
  - Use relevant communication systems to share needs, priorities, and goals with all stakeholders and essential staff
- **Relationship Building and Communications**
  - Coordinate monthly stakeholder meetings of community partners with school representatives
  - Create and/or maintain methods of communication with partners and stakeholders (e.g. newsletter, website, social media, etc.)
- **Monitoring, Evaluation, and Reporting**
  - Complete detailed monthly and quarterly reports to PHENND on partnership activities
  - Keep partnership inventory of current partners/stakeholders up to date, including details, services, and contact person
  - Support PHENND in conducting network evaluation of school and partnerships