

As a Newburgh Enlarged City School District
Job Description

TITLE:	MBK Community Liaison/Collaborator
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REPORTS TO:	Assistant Superintendent, Student Support Services Office of Assistant Superintendent Chief of Student Support Services
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QUALIFICATIONS:	<u>QUALIFICATIONS:</u> ● Minimum of 5 years experience as an event planner. ● Minimum some College Credits ● Demonstrated experience working with youth, families, or community-based organizations. ● Understanding of the NYS My Brother's Keeper (MBK) initiative and its Six Milestones (or willingness to learn quickly). ● Strong relationship-building skills with diverse stakeholders, including schools, families, and community partners. ● Ability to plan, organize, and support events, workshops, and community programs. ● Effective communication skills, including public speaking, outreach, and writing. ● Cultural responsiveness and commitment to equity, inclusion, and elevating student voice. ● Experience coordinating or supporting programs related to education, mentorship, workforce development, or youth leadership (preferred). ● Ability to manage multiple tasks, timelines, and community partnerships simultaneously. ● Experience supporting and working in schools and community settings, including evenings or weekends as needed. ● Ability to gather feedback, summarize insights, and communicate program impact. ● Familiarity with local resources, youth organizations, colleges, and workforce partners (preferred). ● Ability to work collaboratively as part of a district-wide MBK team while also working independently in community spaces. ● Experience with creating and establishing community partnerships. ● Strong interpersonal skills. ● Strong oral and written communication skills.
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JOB GOAL:	The goal of the My Brother's Keeper (MBK) Community Liaison/Collaborator is to advance the Six MBK Milestones by designing, coordinating, and implementing high-impact programming that strengthens connections among schools, families, and community partners. Through intentional collaboration, the MBK Community Liaison/Collaborator ensures that all students have equitable access to meaningful academic, social-emotional, leadership, mentorship, and career-readiness opportunities. This role exists to build and sustain a community-wide movement grounded in equity, inclusion, and opportunity, empowering all youth to realize their fullest potential and thrive within and beyond school.
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ESSENTIAL RESPONSIBILITIES	● Support Milestone-Aligned Programming: Assist in planning, coordinating, and implementing initiatives connected to the Six MBK Milestones, including literacy events, mentoring programs, college and career activities, and youth leadership opportunities. ● Strengthen School–Community Partnerships: Build and maintain strong relationships with schools, families, community organizations, faith-based groups, local businesses, and youth-serving agencies. ● Facilitate Family & Community Engagement: Support family-focused programming such as parent nights, resource fairs, recognition events, and cultural celebrations that promote belonging and participation. ● Assist With Event Planning & Logistics: Coordinate outreach, promotion, scheduling, and on-site support for MBK events, ensuring they are organized, welcoming, and inclusive. ● Serve as a Community Connector: Maintain awareness of local events, initiatives, and opportunities to avoid scheduling conflicts and enhance collaboration across partners. ● Engage Mentors & Role Models: Help recruit, organize, and mobilize community members, alumni, and leaders to serve as mentors, presenters, and positive influences for students. ● Promote College, Career, and Workforce Readiness: Support college visits, career panels, workshops, fairs, and other experiences that expose youth to a range of pathways.
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	● Support Re-Engagement Efforts: Assist with outreach and partnership efforts aimed at connecting out-of-school or disengaged youth with programs, training, and employment opportunities. ● Promote Safety, Wellness & Restorative Practices: support youth safety forums, community conversations, and restorative justice activities that align with MBK's commitment to second chances. ● Collect Feedback & Elevate Student Voice: Gather stories, observations, and community insights to share with MBK leadership, helping inform program improvement and decision-making. ● Align Efforts With District Priorities: Ensure community-driven initiatives support the district's larger MBK strategic plan and equity-focused goals. ● Represent MBK in the Community: Serve as a visible ambassador for the district's MBK work, reflecting the program's values of equity, inclusion, opportunity, and partnership. ● Plan, coordinate, and oversee MBK events, including college tours, workshops, guest speaker presentations, and career fairs. ● Participation/Facilitation at standing committees. ● All other assigned duties
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