



DIRECTOR OF COMMUNITY ENGAGEMENT AND ORGANIZING JOB DESCRIPTION

PAVE Overview

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, train, and empower charter parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC. PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

The Role

Reporting to the Executive Director (ED), the Director of Community Engagement and Organizing is a mission-critical role, acting as the lead strategist for community organizing and engagement on the senior management team, assisting in effective decision-making and programmatic planning. The Director of Community Engagement and Organizing will lead, plan, and direct the community engagement and parent organizing planning and strategy for PAVE and will execute upon this strategy for special organizing and engagement projects. The Director of Community Engagement and Organizing will act as the main point of contact between school leaders, policymakers, and community organizations and will manage and lead the Community Engagement and Organizing team city-wide around their engagement with families.

Responsibilities

Community Engagement

- *Build Relationships*
 - Develop, track, and manage relationships with a broad base of constituents in DC (including faith-based institutions, public officials, local government agencies, social service agencies, teachers and school leaders).
 - Build strong support for PAVE and the organization's parent leaders locally and nationally.
- *Develop Strategy for City-wide Impact*
 - Develop, monitor, and lead a city-wide community engagement strategy and plan for PAVE.



- Manage the Community Engagement and Organizing team, inclusive of the Community Organizers and Manager of Community Engagement and Organizing, to implement the community engagement strategy and plan, ensuring that PAVE's parent leader communities are strong in all parts of the city.

Parent Organizing

- *Build Parent Leaders*
 - Identify and develop a training program for parent leaders on the principles and practices of community organizing.
 - Develop and maintain strong relationships and regular communication with schools and other city parent organizations.
 - Manage the Community Engagement and Organizing team to develop 25 core parent leaders in Wards 1, 4, 5, 6, 7 and 8.
 - Develop a strategy for and track community organizers' 1:1 meetings with 10 potential parent leaders in their wards every week.
 - Lead PAVE citywide events and establish protocols for community organizers for PAVE meetings led by parent leaders.
 - Support PAVE's parent leaders on City Council testimonies and public speaking opportunities.
- *Develop Strategy for City-wide Impact*
 - Develop, monitor, and lead a city-wide parent leader strategy and plan for PAVE.
 - Manage the Community Engagement and Organizing team to implement the parent leader strategy and plan, ensuring that PAVE's parent leaders are being developed for long-term success in all parts of the city.
 - Plan and coordinate PAVE events and meetings city-wide with the Community Engagement and Organizing team, ensuring PAVE's parent leaders in all parts of the city are able to effectively share their voices for impact.

Community-Based and Parent-Led Initiatives and Strategies

- *Special Projects*
 - Identify opportunities for parent-led and community-based initiatives for PAVE and the organization's parent leaders.
 - Lead any PAVE initiatives and strategies that support parent voice in education policy and decision-making.
- *Manage and coordinate all parent leader initiatives.*

Support the organization in other community engagement and organizing matters as identified and assigned by the ED.

Qualifications



The Director of Community Engagement and Organizing will be thoroughly committed to PAVE's mission. The Director of Community Engagement and Organizing should have proven leadership, organizing, community engagement, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- 5-7 years of work experience; track record of effectively leading a team; ability to point to specific examples of having developed and operationalized community-based strategies;
- Experience in community organizing and organizing models preferred;
- Unwavering commitment to family-centered programs and data-driven program evaluation;
- Excellence in organizational management with the ability to build relationships and develop high-performing teams and set and achieve strategic objectives;
- Past success working with communities, with the ability to cultivate existing relationships and establish new relationships;
- Strong interpersonal skills with the ability to engage a wide range of stakeholders and cultures;
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, adaptable, community-centered and innovative approach to organizing and community engagement;
- Ability to work effectively in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.