

Mayor Ras J. Baraka

Office of Comprehensive Community Education

The Office of Comprehensive Community Education (OCCE) in the office of Newark Mayor Ras J. Baraka seeks a highly motivated and high performing *Program Assistant*. This is a great opportunity for a committed team player to work in a dynamic, fast-paced environment.

OCCE is the education outreach arm of the Mayor's Office. OCCE was established to create a citywide culture of democratic school governance and focus on equity and justice across Newark. OCCE staff are dedicated exclusively to working with city agencies, community organizations, foundations, Newark Public Schools, charter schools, community leaders, residents and community groups to design and implement a comprehensive education strategy.

Our mission is to ensure equitable education opportunities for all Newark residents. Much of our work is modeled after the collective impact framework. Our office serves as the backbone function for Mayor Baraka's education initiatives and partnerships and collaborations. Team members are dedicated to coordinating multiple agency participation and follow up.

Program Assistant Job Description

Under the direction of the Chief Education Officer and Policy Advisor, the Program Assistant will lead the development and implementation of a comprehensive system for administrative tasks, while providing critical support to collective impact initiatives.

Qualifications:

- The ability to work independently.
- The ability to communicate in a professional and thorough manner.
- Highly organized with strong attention to detail.
- Excellent interpersonal and relationship building skills.
- The ability to manage multiple projects with conflicting deadlines.
- Excellent computer skills utilizing Office 365 and all related applications.

Essential Duties and Responsibilities include:

- Working with Policy Advisor to manage all aspects of Children's Cabinet committees, inclusive of scheduling, initiative research/ support, follow up meetings, asset mapping, etc.
- Conducting issues/interventions research for collective impact initiatives, and developing memos to detail findings for both Chief Education Officer and Policy Advisor.
- Creating master scheduling platform to manage and coordinate multiple meetings and the calendars of CEO and Policy Advisor.
- Performing assigned correspondence and follow up for a variety of performance tasks.
- Coordinating and maintaining communication with external partners.

- Developing organization systems for meetings to include minutes, presentations, follow up, etc.
- Completing other duties as assigned by the CEO and Policy Advisor.

Requirements

Bachelor's degree required. Candidate should have an interest in current education issues, and work related experience supporting multilayered initiatives, preferably 1-2 years, however, recent undergraduate degree holders are encouraged to apply.

Supervision:

The Chief Education Officer and Policy Advisor provide oversight, training, and guidance.

Compensation:

Part time, \$30,000 annually.

Apply to:

Send cover letter and resume to larkinsa@ci.newark.nj.us