



## ACE Preparatory Academy COMMUNITY OUTREACH COORDINATOR JOB DESCRIPTION

### Our School

ACE Preparatory Academy Charter School was unanimously approved by the Indiana Charter School Board and opened on the Northeast side of Indianapolis on August 1, 2016 to Kindergarten and First Grade scholars. ACE Prep began with the simple, unyielding belief that our children deserve a top-notch education. Trained in the practices of the country's most successful urban schools by the nationally recognized non-profit Building Excellent Schools, our leadership has designed a free, public, college-prep elementary school unlike any in Indiana.

### Our Mission

*Through rigorous academics, positive character development, and excellence in everything we do, ACE Preparatory Academy Charter School educates all Kindergarten through Grade 5 students for school success and lives of opportunity.*

At ACE Prep, we count on every adult to exhibit our **BE GREAT** core values:

- Act with **Bravery** – We speak up when we don't know something or think we're heading in the wrong direction. Even when the right thing is difficult, we do it.
- Operate with **Endurance** – We never give up on our scholars and believe each of them can make history.
- Own your **Growth** – We thrive on reflective feedback with daily observations and individualized coaching.
- It's Our **Responsibility** – We believe every adult is responsible for every scholars' success.
- Bring your **Enthusiasm** – We make school cool and create a joyful learning community.
- Make **Achievement** Real – We hold an unyielding commitment to closing the achievement gap in our city.
- Join the **Team** – We participate in collaborative curriculum development, grade-level activities, and school-wide functions...and have fun doing so.

### Position Summary

The Community Outreach Coordinator is a half-time position (20 hours per week) at minimum. The Coordinator will (a) build and maintain community partnerships that align with the mission and vision of ACE Prep, (b) robustly conduct outreach efforts aligned to annual targets, (c) support the enrollment efforts and lottery process, and (d) cultivate opportunities for parent engagement, all while work closely with the Head of School. The Community Outreach

Coordinator is hired by the Head of School, reports to the Head of School and is evaluated by the Head of School.

## The Responsibilities

### Key Community Responsibilities

- Keep ACE Prep's presence in Midtown vibrant and consistent – make us well known
- Develop relationships with neighborhood associations, organizations, and businesses with like-minded missions
- Fully oversee monthly outreach calendar, with responsibilities to detect and attend local events on behalf of ACE Prep and Head of School
- Identify community engagement opportunities for scholars and staff to give back
- Manage all social media accounts and create website content for featured events
- Lead volunteer engagement and develop a robust core of ACE Ambassadors
- Coordinate promotional efforts (advertising) as applicable

### Key Enrollment Responsibilities

- Solidify key partnerships with feeder organizations (early childcare centers, Pre-K programs) to ensure a pipeline of potential students
- Collaborate with the Head of School on enrollment efforts including, but not limited to, planning/attending recruitment events and maintaining awareness of enrollment goals
- Serve as the liaison between school and Enroll Indy
- Oversee communication and engagement efforts with newly enrolled families
- Coordinate the execution of all lottery and enrollment details

### Key Family Responsibilities

- Assist in the development of an ACE Prep parent organization and serve as the liaison between such group and the school
- Help coordinate school-based family events
- Collaborate internally on special projects and provide leadership and strategic insight on cross-functional teams

## Qualifications of the Development and Community Outreach Coordinator

### Knowledge, Skills, and Abilities

- Strong commitment to, belief in, and alignment with school's mission and vision
- Ability to serve as an ambassador and spokesperson for the organization and articulate our mission to external constituents
- Proven track record of developing and sustaining successful partnerships with other organizations and businesses
- Extensive knowledge of the community
- Detail-oriented, strong organization skills, and clear adherence to time-sensitive deadlines
- Excellent verbal and written communication skills
- Strong influencing and motivating skills and ability to engage diverse audiences

- Experience in speaking to large groups
- Experience in clear, respectful communication with both adults and children
- Flexible, people-oriented team player who is committed to the mission of [ACE Prep](#)

#### Minimum Requirements

- Bachelor's degree, with all accompanying verification provided as part of personnel file.
- Minimum two years of school-based and/or outreach experience preferred.

#### **The Compensation**

This half-time position (20 hours at minimum) offers a generous compensation package. Within an energetic, focused, and detail-oriented environment, we provide dedicated professional workspace and resources, including laptop computer and high-speed internet access.

#### **Commitment to Diversity**

[ACE Prep](#) is actively seeking to build a diverse and experienced team. As an equal opportunity employer, [ACE Prep](#) hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.

Please email resumes and cover letters to Anna Shults, Founder & Head of School:  
[ashults@aceprepacademy.org](mailto:ashults@aceprepacademy.org)