



**Director of Charter School Replication
Community Day Charter Public School**

Community Day Charter Public School is a nationally recognized K-8 charter school that has closed the achievement gap of English Language Learners. Managed by a well established and financially sound nonprofit, we are expanding and plan to replicate our successful model, by opening three new schools in the cities of Lawrence and Boston. The Director of Charter School Replication is a leadership opportunity for an experienced project manager, passionate about education and social impact. Build on the success of our award winning school and work with a team of seasoned educators. Lead, plan and direct a multi-year implementation project.

Candidates must have demonstrated experience in start-up operations and resource management, leadership skills, understanding of educational context and superior communication skills. We offer competitive salary and benefits. For additional information about our school visit www.cdcps.org

Email resumes to: Ivette Manrique at imanrique@thecommunitygroupinc.org; The Community Group, 190 Hampshire Street, Lawrence, MA 01840; Phone: 978-682-6628; Fax: 978-682-1013

**Senior Accountant
The Community Group**

TCG seeks an experienced Accountant to assist CFO and Controllers with general ledger and financial analysis; billing coordination and reconciliation; budget and financial statement preparation; and various other accounting functions. The ideal candidate will be well-organized, detail-oriented, and a team player. Requirements: Bachelor's degree in Accounting and 3+ yrs experience. *Excellent salary and benefits; a positive work environment, and an outstanding opportunity to join a non-profit leader in a growth industry.*

Email Resume and Cover Letter to: imanrique@thecommunitygroupinc.org; The Community Group, 190 Hampshire Street, Lawrence, MA 01840; Phone: 978-682-6628; Fax: 978-682-1013

**Education Program Coordinator
for 21st Century After School Youth Program**

Full time opportunity for education professional; responsible for the daily coordination and delivery of services of a 21st Century After School Youth Program currently operating at 2 public school sites in the city of Lawrence, MA. Communicate regularly with teachers and provide guidance to ensure effective implementation of the program and maintain quality standards. Monitor program achievement and goals. Develop and maintain effective administrative and documentation systems. Ideal candidate will have teaching experience, relevant education degree (required), management experience in educational programming, organizational skills.

Apply via email to: imanrique@thecommunitygroupinc.org

21st Century Programs support the creation of community learning centers that provide academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

**Substitutes: for Bus Monitors and for Teachers
Community Day Care Centers**

Bus Monitor Subs and Classroom Subs, Experience working with young children helpful. Bilingual (English/Spanish) preferred. Applications available at: **The Community Group**, 190 Hampshire Street, Lawrence, MA 01840, Tel 978-682-6628.



**Teacher—Early Learning Center
Community Day Care Centers**

Immediate opening for experienced teacher, DEEC certification for pre-school and bilingual skills (English / Spanish) required. Apply via email to: imanrique@thecommunitygroupinc.org

**After School Group Leaders
Community Day Care Centers**

Opportunities for applicants with school age children supervision experience (former camp counselors). This position is part time (2:30pm to 5:30pm) during school days, full time during school vacation and summer break. We have four openings. Apply via email to: imanrique@thecommunitygroupinc.org Applications available at: **The Community Group**, 190 Hampshire Street, Lawrence, MA 01840, Tel 978-682-6628.

**CDC Mentor Program Coordinator - AmeriCorps Position
Community Day Care of Lawrence
Highland Street Corps-Ambassadors of Mentoring**

AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals towards helping others and meeting critical needs in the community. The Highland Street Corps Ambassadors of Mentoring program is an AmeriCorps Program where members serve in mentoring programs across Massachusetts while providing ongoing training and professional development to its members.

Organizational Description:

Headquartered in Boston, Mass Mentoring Partnership (MMP) is *the* statewide umbrella organization solely dedicated to expanding high-quality youth mentoring in Massachusetts. MMP has a rich history of catalytic involvement in the start-up and sustainability of quality mentoring programs, the execution of high-visibility mentor recruitment campaigns such as the Red Sox Mentoring Challenge and Be A Champion for a child with Vince Wilfork, and the attraction of increased public and private resources to the mentoring movement. Currently, MMP has more than 165 diverse mentoring programs in its network, representing more than 18,000 matches.

Community Day Care (CDC) is a nonprofit organization based in Lawrence, Massachusetts, with a mission to create, manage, and nurture high quality programs focused on education and related services. We are part of The Community Group, a multi-program agency that serves youth from birth through age 19 and their caregivers and teachers.

The CDC Mentor Program will significantly impact children across our three largest educational programs: the Community Day Care Learning Center, Community Day Care Latchkey Afterschool Program, and Community Day Charter Public School.

Program Summary:

Mass Mentoring Partnership's AmeriCorps Ambassadors of Mentoring Program is currently recruiting for the 2010-2011 program year, which begins on August 2, 2010 through July 31, 2011. Ambassadors complete one year of service at a host organization in Massachusetts. Ambassadors will be placed at mentoring programs and youth-serving organizations across the state to lead capacity building projects in one or a combination of the following of four program areas: Mentoring Program Development and Support; Mentor/Mentee Training; Match Support; and Mentor Recruitment/Marketing.

Position Description:



The CDC Mentor Program Coordinator will be responsible for designing and planning the start-up of the CDC Mentor Program, including:

- 1) The development and documentation of recruitment guidelines for both students and mentors, including the selection and screening process for mentors.
- 2) The development of a marketing & recruitment plan for mentors.
- 3) The design and documentation of program policies and procedures.
- 4) The development and implementation of a program evaluation plan for measuring the impact of the mentor program based on overall goals and objectives as well as individual objectives for each student.
- 5) The design and implementation of an initial mentor training and support system.

The Ambassador will collaborate with a working group of professionals from the Community Day Care Learning Center, Community Day Care Latchkey Afterschool Program, and Community Day Charter Public School to meet the above objectives.

Additional Position Responsibilities:

- Complete at least 1700 hours of service (1 year)
- Satisfactorily complete projects in assigned host organization
- Participate in or lead volunteer mentor recruitment
- Complete corps-wide projects to benefit the field of mentoring
- Attend all corps-wide training, events, mid-year retreat and two service-week sessions
- Maintain a service portfolio and journal
- Complete all required AmeriCorps documentation
- Monthly reporting on service activities

Position Requirements:

In addition to the AmeriCorps requirements listed below, successful candidates will demonstrate:

- A passion for working with children of all ages
- Strong interpersonal skills
- The ability to manage multiple tasks at once
- Bilingual (English/Spanish) preferred

AmeriCorps Requirements:

- BA/BS strongly preferred
- Experience with and/or commitment to youth development
- Service-minded individuals who understand **service and sacrifice**
- Interest in non profit organizations and their development
- Excellent organization and communication skills
- The ability to work independently and as part of a team
- Proven leadership and project management abilities
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Flexibility and a good sense of humor
- US Citizen or Permanent US Resident

Position Benefits:

- \$542.00/bi-weekly taxable living allowance (\$13,000/year)
- Health insurance
- Monthly transportation stipend of \$59.00
- Travel reimbursement for corps meetings and other eligible activities



- Excellent training and networking opportunities year-round
- \$5,350 Education Award upon completion of service
- Additional education benefits and opportunities

Mass Mentoring Partnership is an equal opportunity employer.

Mass Mentoring Partnership makes reasonable accommodations for individuals with disabilities.

EEOE

TO APPLY:

Please submit a resume, cover letter, and contact information for three references to:

Maria Moeller at Email: mmoeller@thecommunitygroupinc.org