



Position Title: Neighborhood Liaison

Part Time: Monday through Thursday from 2:00pm to 5:00pm
or as assigned - up to 16 hours per week
\$15-\$20 per hour

Required Qualifications: High School Diploma or GED
Three to five years of working experience

Essential Duties:

- Be present in the neighborhood at least 3 times a week to visit families and inform them about NOC's mission and programs, and to establish two-way communication between NOC and the neighborhood families and community.
- Meet all parents of NOC students and keep the Program Manager (PM) up to date with any changes in contact information, address or family issues.
- Work with the PM to track student attendance and follow up with students who become inactive in the program by making phone calls to their parents to receive feedback on why students are no longer attending NOC.
- Contact new families in the neighborhood to recruit students into the after-school program by giving parents the NOC registration packet.
- Make phone calls on behalf of PM to seek feedback from students and parents on how NOC is helping to improve their education and/or what improvements can be made to the program.
- Work with students and their parents to share their report cards and standardized testing scores.
- Be in regular contact with parents regarding dates of operation, closing for holidays, and special events or activities.

- Assist the PM in developing and maintaining important relationships with community members, site managers, and schools as well as parents and children.
- Assist PM with planning and implementing special events such as celebrations, field trips and health screening.
- Make phone calls to remind parents about upcoming events and encourage participation.
- Help develop flyers, pamphlets and information sheets for all events. Distribute informational materials to students and parents within the neighborhood.
- Attend and work at special events such as health screenings.
- Attend monthly staff meetings.
- Recruit parents to help out with cleaning and maintenance of the Learning Center and provision of snacks for the children.

NOC is an Equal Opportunity Employer and as such does not discriminate on the basis of age, race, sex, color, handicap or religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities or access to its facilities.

**To apply, email your resume and cover letter to:
Madeline Helsler-Howard, Executive Director at madelinehoward@noc-sc.org**