**Position Title:**  Community Engagement Coordinator

**Department:** Advancement

**FLSA Classification:**  Non-Exempt

**Reports to:**  Chief Philanthropy Officer

**Full/Part Time:** Full Time

**Date Modified:** March 2025

**About St. John’s**

St. John’s is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eight. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John’s not only as a school, but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School –understand that they impact the lives of our students, families, and colleagues. The St. John’s Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community.

**Position Purpose**

Reporting to the Director of Philanthropy, the Community Engagement Coordinator serves as the primary liaison between the School and parent volunteers, ensuring strong family participation in School life. This role coordinates parent-led events, manages volunteer involvement, and assists with key community and fundraising initiatives. The Coordinator fosters a welcoming and engaged School environment, enhancing the overall experience for students, parents, and faculty.

**Key Accountabilities:**

**Event Management**

* Coordinate St. John’s Parents’ Association and Booster Club community-building and appreciation events.
  + Provide structure and guidance for parent-led initiatives to ensure smooth planning and execution.
  + Work closely with parent leadership, School facilities team, and operations team to ensure each event runs smoothly.
  + Assist the School’s communications team with marketing efforts to maximize participation.
* Coordinate parent-led community service projects in partnership with the School.
* Support Director of Philanthropy on major fundraising events, including the Auction and Golf Tournament.
* Organize Volunteer Appreciation Week to recognize and celebrate parent contributions.

**Volunteer Recruitment & Management**

* Recruit, train, and manage parent volunteers for School events, community service projects, and fundraising initiatives.
* Maintain a volunteer database and effectively communicate engagement opportunities to families**.**

**Community Building & Engagement**

* Develop and implement strategies to increase parent participation in School activities.
* Work closely with School leadership to ensure alignment between parent engagement efforts and the School’s mission.
* Manage the constituent engagement budget, ensuring responsible allocation of resources.

**Constituent Relations & Institutional Collaboration**

* Attend and support Executive and General Parent Association (PA) Meetings.
* Collaborate with colleagues to build strong relationships between constituents and the School.
* Partner effectively with Finance, Admissions, Communications, and Facilities teams to support institutional success.
  + Assist the Admissions team in the onboarding of new families, helping them integrate into the School community.
* Serve as an ambassador for the School’s mission and philosophy, promoting engagement and support within the community.
* Other duties as assigned.

**Growth Mindset**

* Demonstrate commitment to personal and professional growth.
* Ability to meaningfully receive, reflect on, and apply feedback to one’s professional growth
* Network with peers at other independent and Episcopal schools locally and nationally.
* Participate in the local and national independent and Episcopal schools accrediting associations.

**Qualifications**

* Bachelor’s degree required.
* Prefer two (2) years of experience in a relevant non-profit environment, and/or special events.
* Experience in volunteer management, community engagement, fundraising, or school administration preferred.
* Ability to collaborate across departments and work with diverse stakeholders.
* Strong analytical and persuasion/negotiation skills.
* Demonstrates self-motivation, flexibility, problem-solving, and commitment to innovation.
* Exhibits excellent planning, prioritization, organization, multitasking, efficiency, and follow-through in execution of responsibilities.
* Shows dependability, punctuality, and high quantity, quality, accuracy, and timeliness of work produced.
* Maintains a professional appearance and demeanor.
* Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in an independent school environment.
* Exhibits personal and professional integrity as well as respect for the confidentiality of colleagues and constituents.
* Independent school experience helpful.
* Endorses the School’s mission and values and understands its history and culture.

**Physical Requirements and Work Environment:**

* Regularly works in standard office conditions and climate.
* Ability to occasionally move items weighing up to 20 lbs.
* Computer proficiency, including Microsoft 365.
* Works primarily with adults; Some exposure to students.
* Occasional evening and/or weekend commitments.
* Regularly works in a dynamic environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

**How to Apply:**

For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:

Sue Trumbo, Chief People Officer

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214.817.1709

In our commitment to diversity and equity, St. John’s Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.