United Way of the Greater Lehigh Valley Job Posting
Community School Coordinator

Department: Impact
Supervisor: Director, Community School Implementation
Status: Salary, Exempt, Full-time
Salary Range: $50k – $55k
Location: Washington Elementary School (ASD), Allentown, PA

Position Description Community School Coordinator
The Community School Coordinator serves as a strategic leader and key liaison between the school, families, and the surrounding community. This role is central to the successful implementation of the Community School model, ensuring that students receive the academic, social, emotional, and physical support they need to thrive.

Operating as a coordinator rather than an executor, the individual in this role drives data-informed decision-making, stakeholder collaboration, and resource alignment to create sustainable, high-impact programs. Working closely with the principal, school leadership team, and lead agency, they design, develop, and supervise targeted interventions, enrichment activities, and family engagement initiatives that remove barriers to learning and enhance student success.

Accountabilities:
1. Provide collaborative leadership and school integration in the CS model (25% of time)
2. Manage community school data (20% of time)
3. Implement & continuously improve CS programs (25% of time)
4. Develop & maintain relationships with partners and coordinating infrastructure (15% of time)
5. Advocate for the CS model and engage community (5% of time)

Work Experience and/or Education Required
1-plus years of work experience (paid or unpaid) in education, social work or community development. Education in a related field is considered in lieu of work experience.

Skills Required
- Strong organizational, interpersonal, and leadership skills.
- Demonstrated ability to use data for strategic decision-making and program evaluation.
- Knowledge of local community resources, stakeholder engagement practices, and partnership-building strategies.
- Ability to manage multiple projects simultaneously and provide technical guidance to diverse teams.
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

Benefits Package
In addition to the base pay and annual increases this position is eligible for a full benefits package including subsidized medical, vision and dental insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

Work Location
This position is based in the assigned community school and requires an in-person presence at the school any time non-instructional staff are present.

HOW TO APPLY
Interested candidates may apply via: https://my.career.place/static/jobs/community-school-coordinator-washington-elementary-cmorjvzcublnq0ilh41m13ns4?source=uwglv