



SOUTH CENTRAL SCHOLARS

BOARD OF DIRECTORS: JIM LONDON, TRISHA LONDON, DEVON BARANSKI, ALLISON GAUTHIER, SAM GOLDFEDER, GAYLE HOLCOMB, ERIC HARRISON, JOAN HERMAN, DAVID HOU, EVELYN HOU, DERRICK LEE, MELVIN LINDSEY, CHRYSTAL LINDSEY, STUART LINER, DANIEL MILDER, MASAI MINTERS, ALEXANDER RUBALCAVA, BILL SIMPSON, LAURA STEIN, GREG WARDLE, JEFF WEISS

JOB ANNOUNCEMENT: Field Representative

Title: Field Representative, Nury Martinez, Board of Education Member, District Six, Los Angeles Unified School District

Newly elected Board of Education Member, Nury Martinez, is seeking full and part-time applicants for positions as Field Representatives for District Six of the LAUSD. District Six is located in the northeast San Fernando Valley and includes the communities of Arleta, Lakeview Terrace, Mission Hills, North Hollywood, North Hills, Pacoima, Panorama City, San Fernando, Sun Valley, Sunland/Tujunga, Sylmar, and Van Nuys.

Nury is a life-long community activist and former local elected official who campaigned for the Board of Education on her commitment to protecting and increasing educational opportunity for all students. Nury was born and raised in the San Fernando Valley and is a product of local public schools. Like many of her constituents, she is the proud daughter of immigrant parents. Nury assumes office on July 1, 2009.

KEY RESPONSIBILITIES

- Represent and speak on behalf of BOE Member, Nury Martinez, at school and community events, meetings and functions.
- Accompany and staff BOE Member at school site and community meetings, events and functions.
- Develop and execute outreach strategies to education community stakeholders in District Six.
- Establish and nurture cooperative relationships with District Six parent organizations, student groups, teachers and administrators as well as with community leaders, elected officials and community organizations.
- Provide written briefings, reports, and talking points regarding local events and issues for BOE member.
- Develop knowledge and understanding of LAUSD policies, procedures, process and current affairs.
- Communicate, document and help resolve constituent concerns and complaints with Member's leadership staff.
- Initiate and plan district projects, events and functions that provide information and services to constituents.
- Create and maintain relevant constituent and resources contact lists and databases.
- Generate certificates and letters for community recognition and awards.

ABILITIES, SKILLS AND QUALIFICATIONS

- Bachelor's Degree, BA in progress or commensurate experience.
- Strong commitment to quality public education and belief in the equal worth and dignity of all students.
- Understanding of and dedication to progressive, grassroots public service.

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- Ability to work independently and as a team member.
- Excellent interpersonal skills as demonstrated by the ability to relate to and cultivate respectful relationships with people from diverse backgrounds.
- Effective oral, writing and listening skills; Spanish bilingual ability a plus.
- Familiarity with urban public education issues and school district administration, as well as local, state and federal governance.
- Detail-oriented, ability to multi-task and work effectively under pressure.
- Competent, comprehensive office computer and Internet research skills; graphic design a plus.
- Ability to work nights and weekends as community events and workload dictate.
- California driver's license, valid liability insurance and reliable car required.

In order to be considered for this position, qualified candidates must submit the following documents:

Current resume

Cover letter addressing applicant's ability to meet the responsibilities of the position as set forth above

Three (3) professional references

Please Email these documents to NuryBOE@gmail.com.

Write "Field Representative" in the subject line