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PH: 512.584.TPCSA (8272)

**Job Title:** DIRECTOR OF COMMUNITY ENGAGEMENT, CENTRAL TEXAS  
**Reports to:** SENIOR DIRECTOR OF COALITIONS AND COMMUNITY ENGAGEMENT  
**Job-Type:** FULL TIME, EXEMPT EMPLOYEE  
**Hours:** TYPICALLY, MONDAY-FRIDAY, 9AM TO 5PM

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The Texas Public Charter Schools Association is the voice of public charter schools in Texas. Its mission is to support and advocate for public charter schools to ensure every family has the ability to choose a high-quality public school.

### **A. Job Summary**

The Director of Community Engagement, Central Texas, is responsible for developing and implementing community outreach and engagement plans to build support for high-quality public charter schools among elected officials and the public. The position will be part of the community engagement team.

### **B. Essential Job Functions**

#### **1. Increase engagement in advocacy and policy by charter school leaders, staff, and parents.**

- Serve as the primary point of contact for school leaders in the region.
- Build relationships with school leaders to encourage greater participation in advocacy.
- Help school leaders identify parents, teachers, and current students or alumni who can share their stories with lawmakers.
- Present to charter school board members about the importance of advocacy, TPCSA's work on behalf of charter schools, and the current political climate for charter schools.
- Ensure these contacts are activated when needed in support of or opposition to policy proposals that impact charter schools.
- Collaborate with the Community Engagement Team on assigned projects and initiatives.
- Work across teams to ensure these activists are incorporated into TPCSA's database and that other teams are able to capture and tell their stories in other contexts and mediums (reports, newsletters, videos, etc.).

#### **2. Build support for charter schools with community, civic, and business leaders.**

- Identify local organizations that should or could be supportive of charter schools and build relationships with the appropriate person/people to solidify that support.
- Activate allied groups when needed in support of or opposition to policies that impact charter schools.
- Develop creative opportunities to get community, civic, and business leaders onto charter school campuses so they can see first-hand the good work being done in their community.
- Look for opportunities for charter schools to engage with community, civic, and business groups and leaders in support of common community priorities. This could include getting charter

school leaders invited to participate in panels and events hosted by these groups, to co-host community events or festivals, etc.

- Support school efforts to involve and engage students, parents, and staff in advocacy efforts and to promote greater understanding of political landscape that impacts the charter school movement.

**3. Develop strategies to ensure state and local lawmakers who support policies helpful to charter schools are thanked and supported by the civic and business leaders in their communities.**

- Work closely with the external lobby team and political director to understand which state-level lawmakers could move from neutral to friendly or hostile to neutral on charter school policies with community support.
- Develop and implement plans to demonstrate that community support to target lawmakers.

**C. Expectations**

- This individual will be instrumental in advancing TPCSA's ambitious goals of increasing the organization's profile and telling a more proactive story about the success of public charter schools in Texas.
- The successful candidate will be an extremely organized and detail-oriented professional looking for an opportunity to thrive in a position where he or she will be given space to contribute meaningfully to a team.
- This is a full-time, exempt position. Employees are generally expected to work a 40-hour work week, with an understanding that occasionally there will be times when 50 or more hours a week may be required in order to complete projects.

**D. Qualifications**

Must-haves:

- Candidate must have a can-do, yes-and attitude and a dedication to the mission of supporting high-quality public school options for all kids.
- Candidate should embody TPCSA's core values: Optimism. Drive. Hustle. Excellence.
- Candidate should be a self-starter who thrives in a fast-paced, rapidly-changing environment.
- Candidate must possess a strong internal commitment to excellence and deadline-meeting, and a proven ability to take initiative and ownership over a project.
- Candidate must be flexible, with the ability to pivot and adapt to change as necessary.
- Candidate should have high standards for his or her own work, and should be accountable to meeting mutually agreed-upon targets and deadlines.
- Candidate should have strong verbal and written communications skills and a commitment to excellence.
- Candidate should have experience in grassroots activism, preferably building and leading grassroots efforts.
- Candidate should have the ability to think critically and problem solve with little input.

Nice to Haves:

- Desire to travel across the region to engage with stakeholders.
- Knowledge of charter schools and the charter movement desired, but not required.

**D. Education**

- Bachelor's degree.

- At least three years of previous experience leading or specializing in advocacy work (ideally with strong experience in San Antonio-regional and/or state level politics).

#### **E. Benefits**

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, vision, and life insurance
- Paid holidays and PTO
- Matching Plan for 401(k) contributions

#### **Disclaimer**

This job description is not an employment agreement or contract. Nor is it an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. TPCSA reserves the exclusive right to revise the job description at any time without notice. Employment with TPCSA is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or employee. This at-will relationship exists regardless of any statements made to the contrary. The employee must be able to perform the essential functions of the position satisfactorily, with or without accommodations. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

#### **F. Application**

Qualified candidates should submit the following application materials in one PDF document:

- Cover letter detailing how you embody TPCSA's core values of optimism, drive, hustle, and excellence
- Resume describing your relevant experience and education

Applications should be emailed to [nkaharick@txcharterschools.org](mailto:nkaharick@txcharterschools.org)