



Job Announcement  
March 2017

## Parent School Partnership Director

Los Angeles, CA

MALDEF is the nation's leading non-profit Latino civil rights law firm. Founded in 1968, MALDEF works to safeguard the civil rights of Latinos and to increase the community's ability to participate fully in American society. We currently seek a **Parent School Partnership Director** to provide parents, school personnel, and community-based organizations in Los Angeles leadership training in order to improve the educational attainment of Latino children using the established MALDEF Parent School Partnership (PSP) bilingual curriculum.

**Job Responsibilities:** The Los Angeles PSP Director develops, coordinates, and implements new plans for parent leadership training using the existing MALDEF curriculum and adapts program to the specific needs of the Latino parent population in school districts throughout the Los Angeles region; provides guidance and support to parents on projects to improve education in their community, and fosters and maintains effective professional relationships with a broad base of educators, community leaders, policy-makers, and parent groups engaged in educational policy issues; works with PSP staff and other partners in planning and coordinating enrichment opportunities for parents, including university field trips and nutrition workshops; collaborates with policy, community education, and legal staff on school improvement and school reform efforts to ensure access and equity for the education of Latino children. The PSP Director collaborates with other local PSP Directors and staff to coordinate, tailor, and facilitate training of trainers for local, state, and regional partners interested in implementing the MALDEF curriculum nationwide; works with the National Parent School Partnership Director on policy activities affecting students, such as accountability, curriculum, financing, and other school reform issues; develops with communications staff, informational materials including brochures, fact sheets, public service announcements, and training videos; and conducts interviews in Spanish and English with radio, television, and print media as necessary. The PSP Director collaborates with and supports National PSP staff in the planning, coordination, and implementation of national projects, which may require occasional travel out of state.

**Qualifications and Experience:** Bachelor's Degree required. A Master's degree is desirable. A high level of fluency in written and spoken Spanish and English is required. The candidate must be knowledgeable about access and equity issues in the educational system, particularly regarding Latino students.

**Knowledge, Skills, and Abilities:** Excellent analytical and interpersonal skills and ability to interact in a professional manner with youth and parents, teachers, school administrators, volunteers, and MALDEF staff; demonstrated commitment to working on civil rights and social justice issues in communities of color; a high degree of initiative and ability to work and produce results with minimal supervision; excellent time management skills; excellent written and verbal communication skills in English and Spanish are required; extensive knowledge of MS Windows, MS Word, Excel, and PowerPoint and Publisher required; availability to work a variable work schedule to include evenings and weekends; a valid driver's license, liability insurance, and access to an automobile; must be willing to travel; and must be able to lift and carry 25 lbs.

**Compensation:** \$38,000 - \$45,000 per year depending on experience. MALDEF offers a generous benefits package including 100% employer paid medical, dental, vision for the employee and qualified dependents, short- and long-term disability insurance, term life insurance, 403(b) retirement plan with employer contribution, employee assistance plan, 11 paid holidays, and 20 days of personal time off (PTO) per year.

**How to Apply:** Send cover letter, résumé, and 3 to 5-page writing sample by email to [jobs@maldef.org](mailto:jobs@maldef.org). For ease of processing please title your email as follows: **Your Name – LA PSP Director**. Attachments should be in .doc, .docx, .rtf, .txt, or .pdf format. Incomplete applications will not be considered.

**Position Open Until Filled. ■ Equal Opportunity Employer**

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