



Job Announcement  
May 2019

## Parent School Partnership Director

Phoenix, AZ

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 leadership training to parents, school personnel and community-based organizations in Phoenix to improve the educational attainment of Latino children using the established MALDEF Parent School Partnership (PSP) bilingual curriculum.

**Job Responsibilities:** Under the supervision of MALDEF's National PSP Director, the Parent School Partnership Director develops, coordinates, and implements new plans for parent leadership training based on the existing MALDEF curriculum and adapts the program to the specific needs of the Latino parent population throughout the greater Phoenix 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, nutrition workshops, and other opportunities as they arise; collaborates with MALDEF staff on school improvement and school reform efforts to secure access and equity in the education of Latino children. The PSP Director collaborates with other PSP 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 impacting 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 in English with radio, television, and print media as necessary. The PSP Director collaborates with and supports National PSP staff with the planning, coordination, and implementation of national projects, which may entail 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:** The successful candidate will possess: excellent analytical and interpersonal skills and ability to interact in a professional manner with youth, 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 independently and produce results with out-of-state supervision; outstanding time management skills; superior written and verbal communication skills in English and Spanish are required; familiarity with the Phoenix area and the Arizona educational system and key stakeholders highly preferred; extensive knowledge of MS Windows, 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 up to 25 lbs.

**Compensation:** \$36,000 - \$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 dependent family members, short- and long-term disability insurance, term life insurance, 403(b) retirement plan with employer base contribution and match, employee assistance program, 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 – Phoenix 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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