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POSITION DESCRIPTION  
**BEDFORD CITY SCHOOL DISTRICT**  
An Equal Opportunity Employer  
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Position Title:	<b>Family, Community &amp; Business Engagement Liaison</b>
Immediate Supervisor:	Communications and Public Relations Specialist
Contract Workdays:	Part-Time/average 16 hours per week, including occasional weekend and evenings
Wage:	up to \$20.00 per hour based on experience

**JOB RESPONSIBILITIES:**

To develop business and community partnerships, and family and community engagement initiatives for the Bedford City School District. Foster positive relationships across the Bedford communities, which encompass families, volunteers, the community, and local businesses and organizations. This will be accomplished by engaging in community activities, by serving as a liaison to community groups and organizations, and by communicating the strengths of the district with groups across the Bedford communities, as well as seeking additional opportunities for engagement in partnership opportunities that are mutually beneficial and can increase student achievement.

**QUALIFICATIONS:**

- Bachelor's or working towards a Master's degree in Public Administration, Urban Studies, Organizational Leadership, or Non-profit Administration and Leadership.
- Experience in communications, public relations, marketing, or a related discipline required.
- Excellent writing, public speaking, presentation, facilitation, and interpersonal communications skills, including active listening skills.
- Demonstrated experience in working with families and/or partnership programs.
- Demonstrated ability to build and maintain a high level of trust and credibility with community members, and district staff.
- Fluent in computer programs essential to job.
- Exhibits strong organizational skills with a focus on details and planning.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Assists in creating opportunities to increase open dialogue across the community. Maintains a positive focus on the successes and accomplishments of Bedford City Schools.
- Maintains respect at all times for confidential information, e.g., student and staff records.

- Makes contact with the public with tact and diplomacy.
- Interacts in a positive manner with staff, students and parents.
- Serves as liaison among the community, school district, volunteers, parent groups, businesses, Board of Education and other educational entities.
- Creates, organizes, and runs parent and community programs.
- Establishes donor partners.
- Oversees the district's volunteer program.
- Performs other duties as assigned by the Superintendent or Designee.

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Employee Signature

Date