



Description of Duties

Local Coordinator *Arkansas Study Circles Project*

Summary

The local coordinator(s) manages and supervises a study circles program in their school/community. This person coordinates the planning and supervises all the aspects of the organizing efforts being carried out by the working group, deals with the details of the project and maintains close contact with the Arkansas Study Circles Project staff.

Duties

1. Participate in a one day Study Circle Organizing Clinic provided by the ASCP.
2. Ensure that the core working group is diverse and represents the many areas in the community (faith-based organizations, businesses, community organizations, government agencies, grassroots organizations, parent leaders, educators, etc...).
3. Assess resources and recruit partners in the community to support the study circles program.
4. Supervise the efforts being done by the working group committees and coordinate meetings with the whole group to ensure that information is being shared and action steps are not being duplicated.
5. Develop a work plan and timeline with the work group and assign responsibilities.
6. Identify facilitators and recorders and set up trainings for them with the ASCP.
7. Monitor the local study circles program.
8. Prepare and turn in the documentation and evaluation tools provided to the Arkansas Study Circles Project.
9. Support and track action efforts and highlight them to the community and to the Arkansas Study Circles Project.

Qualifications

- Detail oriented
- Strong organizational skills
- Commitment to work with diverse constituencies
- Excellent oral and written communication skills
- Flexible and willing to work irregular hours
- Understands the dynamics of their community/school and how it works
- Strong presentation skills
- Good at planning and coordinating meetings