



La Fe Preparatory School MicroSociety Coordinator-- Application Requirements

Eligibility

- Minimum of Bachelor's degree
- Two years working or volunteering in community based organizations
- Basic understanding of business principles and business development
- Dedicated to the vision of the parent organization, El Centro de Salud Familiar La Fe, Inc. and understands the history and culture of the Segundo Barrio.
- Able to work cooperatively with supervisors, colleagues, parents, and students.

Job Description

- Become familiar with community resources and economic drivers in South El Paso and the Greater El Paso region.
- Become familiar with students, teachers, parents, and staff at the school, understanding their cultural backgrounds.
- Support teachers in curriculum development that integrates MicroSociety.
- Support teachers in creating and sustaining their ventures. This includes developing business plans with teachers/students, creating/managing budgets, and managing supplies.
- Organize and coordinate student/class ventures during Micro Time.
- Submit purchase requisitions for supplies as needed for MicroSociety. Ensure all teachers receive material. Maintain an inventory of supplies purchased.
- Work closely with La Fe Prep's MicroSociety bank to manage/oversee financial activity relating to MicroSociety.
- Track student earnings from MicroSociety.
- Work with Parent Coordinator and Empowerment Zone's Small Business Incubator to incorporate parent led ventures.
- Help organize MicroSociety fundraisers.

Evaluation Process

All written applications will be screened and evaluated by the Superintendent, Principal, and Administrator of Social Services. The finalist will be selected by a panel of judges comprised of educators, administrators and community leaders. The panel of judges will conduct personal interviews with each finalist.

Letters of Support

Include two letters of support from an immediate supervisor, a colleague you have worked with, or a community leader, parent or student

Please submit the above required information by mail, fax, or in person to the address below:

**La Fe Preparatory School
616 E. Father Rahm
El Paso, TX 79901**

If you have any questions, please call: 915-533-4690

