

**SAN MATEO COUNTY OFFICE OF EDUCATION  
COORDINATOR, ADVOCACY AND PARTNERSHIPS, SUPERINTENDENT'S  
OFFICE**

**JOB SUMMARY:**

Under the general direction of the Executive Director of Equity, Social Justice, and Inclusion, the Coordinator, Advocacy and Community Partnerships plays a pivotal role in advancing SMCOE's commitment to equity, community engagement, and cross-sector collaboration. This position is responsible for leading initiatives that build sustainable, justice-centered partnerships between schools, districts, and community-based organizations to expand learning opportunities for all students, particularly those who have been historically underserved.

The Coordinator will work across SMCOE divisions and departments to design and support community-driven programs that promote civic engagement, amplify local voices, and reflect the lived experiences of students and their families. This role requires a systems-level thinker who can foster collaborative, cross-departmental strategies that align resources, remove barriers, and co-create inclusive, equity-based practices and communications across the county.

Guided by national research, such as that of the National Commission on Social, Emotional, and Academic Development (SEAD), this position recognizes the vital role of partnerships between schools and community organizations in reimagining education. These partnerships serve as a foundation for healing, resilience, and transformative learning, centering the brilliance and cultural wealth of students, families, and communities. By honoring and uplifting these assets, this work supports a more just, joyful, and humanizing vision for education across San Mateo County.

**ESSENTIAL DUTIES:**

- Build sustainable partnerships between schools and community-based organizations to co-design engaging and enriching expanded learning opportunities that reflect the strengths, needs, and aspirations of all students.
- Develop regional communication networks and create the conditions for local districts and community-based organizations to share resources, amplify local voices, and collaborate effectively across content areas and affinity groups.
- Create opportunities for equitable access to expanded learning experiences that center the lived experiences of young people and the rich resources of their local communities and neighborhoods.
- Identify and dismantle systemic barriers that limit access to community resources and opportunities, elevating the voices of students, families, community-based organizations, and neighborhood leaders through inclusive engagement.
- Analyze and synthesize county-wide data on expanded learning access in collaboration with community partners; present findings to diverse stakeholders and maintain current, equity-focused data on community needs and assets.
- Collaborate across SMCOE departments and teams to revise and streamline planning templates, MOUs, contracts, and other operational processes to better reflect community needs and promote effective, equity-centered partnerships.

## Coordinator, Advocacy and Partnerships

- Implement inclusive, culturally relevant communication channels and messaging strategies that are active, responsive, and reflective of community values, facilitating coordination, transparency, and meaningful collaboration between school sites, districts, community partners, and internal SMCOE teams.
- Develop programs that promote civic engagement and literacy through a justice-oriented lens, empowering students and community members to be informed, active participants in their schools and communities.
- Convene and support shared learning spaces where local school districts, sites, and community partners can share promising practices, receive collaboration and facilitation support, and co-develop localized, justice-centered strategies tailored to their specific contexts.
- Identify, research, and pursue grant funding and alternative funding mechanisms to support, sustain, and expand the capacity of schools and communities to co-create strong partnerships.
- Support SMCOE leadership in implementing community-driven, equity-based practices across all programs, ensuring alignment with broader organizational goals and equity commitments through collaboration with departments across the agency.
- Develop and facilitate professional development for both certificated and classified staff, focusing on embedding community-driven, equity-based approaches into programs and practices at SMCOE and at local school sites and districts.
- Perform other related duties as assigned, contributing to a culture of collaboration, innovation, and shared power within the community.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **KNOWLEDGE OF:**

- General principles and theories of TK-12 education, including elements of safe and supportive schools, trauma-informed practices, environmental sustainability education, outdoor education, civic engagement, project-based learning, early childhood education, and youth development
- Practices, procedures, and techniques involved in coordinating, assessing, and implementing strategic planning
- Data, tools, record keeping, and report preparation.
- Applicable laws, codes, regulations, policies, and procedures related to assigned activities,
- Interpersonal skills, using cultural humility, tact, patience, courtesy, and skills to ensure positive community relations
- Oral and written communication skills.

### **SKILLS AND ABILITY TO:**

- Work as a productive team member and collaborate with multiple partners and stakeholders.
- Establish and maintain standard practices and procedures for receiving, managing, accounting, and processing requests related to programs.
- Perform a variety of specialized duties involving coordinating, planning, and serving as a liaison between formal and non-formal/informal agencies.
- Conceptualize, initiate, monitor, and evaluate new and/or current programs.

## Coordinator, Advocacy and Partnerships

- Work under time constraints.
- Represent the County Superintendent and the County Office of Education, as well as its programs, to the community.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Review, monitor, and evaluate progress on goals and capture best practices.
- Work independently with little direction.

### **EDUCATION AND EXPERIENCE:**

- Five or more years of successful experience as a school site or district leader

### **LICENSES AND OTHER REQUIREMENTS:**

- Valid Administrative Services Credential
- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

**WORKING CONDITIONS:** The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ENVIRONMENT:**

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Indoor and outdoor work environment
- Office environment: constant interruptions
- Outdoor environment: travel locally to visit sites, other organizations and companies, meetings, and workshops

### **PHYSICAL DEMANDS:**

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone