

Dear Service-Learning Colleague:

Welcome to the position of Community Relations Coordinator! In the CASE office, the Community Relations Coordinator's primary responsibility is developing partnerships with organizations from the community. This role involves recruiting the agencies, maintaining an extensive database of community partner information, coordinating community partner conferences and fairs, conducting site visits, and troubleshooting when problems arise.

Enclosed in this Technical Assistance Packet is the following information, which is intended to provide you with more details about how the position of Community Relations Coordinator is carried out:

- ? **Community Relations Coordinator Job Description:** Details the skills and responsibilities of the Community Relations Coordinator.
- ? **Community Relations Department Timeline:** Outlines the major activities of the Community Relations Department on a month-to-month basis.
- ? **CASE Community Partner Orientation Packet:** A collection of important information that is provided to the community partner agencies including their rights and responsibilities, tips for working with service-learning students, and articles about service-learning.
- ? **CASE community Partner Application:** This packet is sent out to all organizations seeking to partner with CASE, and is entered into the database upon completion. Students cannot complete their service at an organization that has not completed this application.
- ? **Course Selection Form:** A form that allows the Community Partner agencies to express a preference to be listed as a service site for certain courses.
- ? **Community Partner Fair:** Invitations and forms to the CP Fair, which occurs during the CASE Student Orientation, allowing agencies to meet and recruit students for service.
- ? **Community Partner Conference:** Flyers and information regarding the Community Partner Conference, an annual orientation/training event organized by the department.
- ? **Sample Evaluations and Correspondence:** A small sample of the various tools used to evaluate the performance of the department, the Community Partner agency, and the students.
- ? **Njserves.org Information:** Materials and forms utilized by CASE's njserves.org department on its online civic-sector organizations database.

I hope these materials will provide you with an introduction to the position of Community Relations Coordinator and assist you in your service-learning endeavors. Good Luck!

Sincerely,

Community Relations Coordinator