



## Admissions and Outreach Coordinator (full-time)

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for all students, CCSC combines high academic and behavioral standards with a supportive environment in which all students are known exceptionally well. CCSC seeks dedicated, outstanding, and innovative faculty and staff interested in joining our diverse and talented team. Staff will build upon our rigorous academic program, commitment to diversity, and strong school culture. CCSC has been honored during its first twelve years and is currently the highest ranked middle/high school in the greater Boston area. Last year, CCSC received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Outstanding academic results for all students *and* all subgroups over the past few years were qualifications for both.

CCSC is seeking an Admissions and Outreach Coordinator in a full-time role. The ideal candidate is responsible and organized, an excellent communicator, and innovative in his or her approach to the core components of the role: spreading word about the school, actively recruiting families to apply, and seeing them through the entire admissions process. The Admissions and Outreach Coordinator will also have some school-based responsibilities, integrating himself or herself into the fabric of the school and getting to know faculty, staff, and students. This is a 12-month position.

Responsibilities include:

- Implement, and adjust as necessary, the school's monthly recruitment plan in order to attract families that represent the demographics of the communities we serve.
- Establish 1 new, and expand on all existing, relationships with city offices and community organizations to support and increase student enrollment
- Attend monthly Middle School Network meetings
- Recruit new families through normal community canvassing activities and at fairs, schools, places of worship, community centers, and more
- Maintain communication tracker for all phone and email follow up with interested parents and students
- Distribute collateral across Cambridge
- Lead the Student Admissions Team (which includes recruiting student ambassadors, training them, and supervising the bi-weekly extracurricular meeting in order to build capacity) and engage other scholars, parents, teachers in the admissions process
- Attend PGA meetings
- Organize and execute:
  - 3 CCSC Open House events
  - 1 Re-engagement event for admitted families
  - 3 Recruitment events hosted by the parents/guardians of enrolled students
  - Sending of 1 care package to all admitted families
  - Tours and Shadow Visits for prospective and accepted students/families
- Participate in the school program (e.g. fieldwork, culminating events, kick-offs, lessons, professional development) in order to build comprehensive understanding of the school
- Work with the Director of Student and Family Engagement to develop student recruitment materials (postcards, flyers, admissions book, as well as website); consult with designer or other specialists, as needed
- Serve as contact for families inquiring about the school (phone & email); sign up families for events; answer questions and help families get to know CCSC's mission and program.
- Follow up via phone, email or mail with interested parents and students; make phone calls to follow up or schedule appointments as needed; help manage admissions@ccscambridge.org.

C O M M U N I T Y



CHARTER SCHOOL OF CAMBRIDGE

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#### Requirements:

- Strong organizational and written communication skills
- A belief in high-quality educational options for all students
- Ability to work both independently and collaboratively to solve problems
- A positive attitude when working under stressful conditions. CCSC is a very busy place, and sometimes there is a lot of pressure.

#### How to Apply

All interested candidates should send a resume and cover letter to Devin Morris, Director of Student and Family Engagement, at [admissionjobs@ccscambridge.org](mailto:admissionjobs@ccscambridge.org) with the subject line "Admission and Outreach Coordinator." In your cover letter, please describe any relevant and transferable experience as well as any familiarity with Cambridge organizations or institutions.