

## **Advancement and Admissions Coordinator**

The Learning Project Elementary School is located in Boston's Back Bay and is a small, independent city school for grades K-6. We build a strong foundation in character education, uphold high standards for academic performance, maintain a strong commitment to enrolling a diverse community of students and families, and foster a close sense of community.

The Learning Project seeks a qualified candidate to fill the role of the school's Advancement and Admissions Coordinator. The Coordinator assists the Director of Advancement and Admissions in all facets of their job, including but not limited to event planning, publications and correspondence generation, database management, donor stewardship, school tours and marketing efforts. Additionally, the Coordinator manages the major school wide and fundraising events throughout the year, and reports to the Director and the Head of School regarding event details, budget, bank deposits, vendors and volunteers.

A key member of the school's central office, the Coordinator assists where needed with front desk support and school communications, as well as being a point of contact for children as needed. The Advancement and Admissions Coordinator should be somebody who seeks community involvement, enjoys being around children, and is dedicated to advancing the mission of a small school with a big impact.

This is a full time, year round position. While the role requires limited weekend and evening work, flexible hours are provided to ensure time is allocated appropriately for maintaining a work-life balance. The Learning Project is a non-profit dedicated to raising bright, joyful, socially conscious children. The school offers competitive salary and benefits, including: medical and dental, an MBTA Link Pass, matching retirement contributions with immediate vesting, ample paid time off (eg. holidays, scheduled school breaks, summer vacation, etc.), and more.

### **Preferred Experience/Qualifications:**

- An associate's or bachelor's degree.
- Experience with database management.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Collaborative spirit and experience as an effective member of a team.
- Passion for working with and supporting a diverse community.
- Creative spark for planning events, and willingness to work occasional evenings or weekends.
- Competence with Google Suite, Microsoft applications, and general adeptness with technology.

We celebrate and cherish the diversity of our community; approximately half of our students identify as people of color; we embrace neurodiversity; and are happy to have families join us from a variety of

Boston neighborhoods, and cities further afield. While all candidates are encouraged to apply, we are actively seeking candidates from diverse backgrounds as part of our effort to ensure that our teaching staff and our hiring process reflects our mission, which is rooted in diversity, equity, inclusion and justice. All applicants should connect to, and be willing to carry forward, these principles in their work.

#### To Apply

Applicants should send the following to [tlp@learningproject.org](mailto:tlp@learningproject.org):

- [Application Cover Page](#)
- Resume

Learn more about the school and position here:

<https://www.learningproject.org/careers>

#### **Position Start Date - September 1, 2022**

The Learning Project is an equal opportunity employer and does not discriminate on the basis of age, race, color, gender, sexual orientation, marital status, religion, creed, national or ethnic origin. More to the point, The Learning Project prizes and celebrates its diversity.