



Our Sisters' School

145 Brownell Avenue, New Bedford, MA
508 994-1255

Position Description: Communications Editor and Volunteer Coordinator

Job Title: Communications Editor and Volunteer Coordinator
Status: Exempt/Full-Time
Reports to: Head of School

Background Information about Our Sisters' School

Our mission, as an independent, tuition-free, non-sectarian middle school, is to educate and inspire economically disadvantaged girls from the New Bedford area. Our Sisters' School empowers girls to step into the future with valuable life skills and a mindset of achievement and excellence by providing a safe, supportive, and academically challenging environment. OSS welcomes girls from diverse faiths, races, and cultures to our unique learning environment. We are funded completely by grants and private donations.

Position Summary:

We seek a passionate, talented individual to join our team as a Communications Editor and Volunteer Coordinator. A qualified individual will have very strong writing, editing, people and project management skills. The ability to work both independently and with others is essential at OSS, as is a strong work ethic.

Qualifications/Skills:

Required

- Superb written communication skills
- Excellent interpersonal skills, including professional collaboration and cultural competence
- Superior organizational and time management skills
- Proficiency with computers and software programs, especially Google-suite products
- Experience working with children/youth of different socio-economic & cultural backgrounds preferred
- Involvement in community service activities preferred
- History of success in academics required

Responsibilities:

The primary responsibilities of the Communications Editor and Volunteer Coordinator is to help identify, document and communicate initiatives at the school while also coordinating and managing the school's volunteer network of parents, students and community members. Responsibilities include working with the school leadership and staff to:

- Actively participate as writer and editor on the grant writing team
- Identify and communicate OSS stories; Press releases, Annual Report, Voyages and Making Waves newsletter writing, Instagram posting, Website text etc.
- Assess program needs and address them through volunteer service
- Recruit volunteers through OSS networks and manage a database of potential, active and past volunteers
- Field inquiries from potential volunteers and conduct placement, screening and intake interviews to match each volunteer with appropriate work for the school
- Orient new volunteers to the school
- Schedule and facilitate needed training sessions for volunteers at key points in the school calendar, as well as in response to individual needs
- Develop and maintain manuals and written materials to support the volunteer program
- Schedule volunteer coverage to meet school needs, and track volunteer contributions and hours

- Serve as a liaison for OSS volunteers through ongoing communication, cultivation, and support
- Oversee the school's volunteer recognition efforts and events
- Coordinate OSS Community and Family Service programming
- Ensure OSS website text is kept up to date
- Manage all aspects of school year clubs
- Support outreach, enrollment and programming for summer activities
- Manage homework and summer tutoring (schedule and supervise 3 hour work windows for tutor and student work pairs 2 days a week, track student progress, track teacher progress with recording on summer homework spreadsheets, inform Head of School of students in risk of not completing summer assignments)
- Support organization of OSS summer programming for all OSS students (help students with applications as needed and track student participation)
- Serve as substitute for evening study, student lunches including joining recess outside, passing periods, morning meeting, after-school programs, clubs, office reception, etc., as needed
- Other duties as assigned

Compensation:

- Salary commensurate with experience, education/certification and guidelines provided by OSS financial policies
- Employer-offered health insurance, dental coverage, disability insurance and 401K Plan
- Paid Time Off (PTO) in accordance with OSS personnel policies

To Apply:

Please send cover letter, résumé, and references to:

Sarah Herman, Head of School
 sherman@oursistersschool.org