

Announcing the Search for Communications and Enrollment Coordinator

Berkshire Arts & Technology Charter Public School (“BART”) is a nationally recognized, award-winning, college-preparatory, public middle and high school located in Adams, Massachusetts. It is the only charter school in Berkshire County, Massachusetts and is consistently ranked among the top schools in Massachusetts for student academic growth.

Dedicated by mission to prepare its students for college and a lifetime of learning, BART is a community of 363 curious and creative students, devoted and innovative teachers and staff members, and families dedicated to the success of their children. The student body is richly diverse, each member with an important personal story. The School is built around a makerspace, and its academic program comprises an intense academic core curriculum enriched by ample elective courses in the arts and technology as well as opportunities for students to pursue independent creative and scholarly projects. Before they graduate, BART students must have passed courses on college campuses, taken BART-designed collegiate-skills courses each year, and participated in a rigorous program of mock interviews, portfolio presentations, and annual science fairs.

The success enjoyed by BART’s students and the School as a whole results from a school culture characterized by the pursuit of excellence and

- conviction that each student can succeed in college, regardless of background or previous school performance;
- belief that more time for learning, through BART’s longer school day and longer school year, will improve learning;
- an emphasis on effort and reflection as keys to growth for students and professionals alike; and
- a strong, intimate community with supports in place for all members to reach, to take intellectual chances, and to achieve remarkable things.

POSITION SUMMARY

The Communications and Enrollment Coordinator at BART is responsible for the School’s internal and external communications. In addition, the Coordinator will manage and organize enrollment materials and processes and will support development efforts and events. The Communications and Enrollment Coordinator will be imaginative, a clear and compelling writer, attentive to details and deadlines, able to provide exceptional support, and understand the role of social media within contemporary society.

The Communications and Enrollment Coordinator is an entry-level position that will enable a qualified candidate to develop and exercise fundamental skills related to public education and nonprofit organizations, including community communications, media relations, member and donor support, event support, social media, marketing, website maintenance, and administrative support in the advance of BART’s mission. The Communications and Enrollment Coordinator, who will report to the Director of Enrollment and Development, will also support BART’s

Executive Director in special endeavors.

QUALIFICATIONS

- Minimum of a Bachelor’s degree with a major in communications or other writing-intensive discipline.
- Extraordinary ability in written and oral communication and comfort speaking with a broad range of stakeholders including students, parents, and donors.
- Exceptional interpersonal skills.
- Ability to handle multiple tasks simultaneously and adapt quickly in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Flexibility to work nights or weekends when required.
- Experience with graphic design a plus.
- Preferred to have second-language ability.
- Intimate knowledge of and facility with social media.
- A valid driver’s license.
- Unquenchable desire to create and to communicate as well as a dedication to one’s own curiosity and learning.
- Marvelous sense of humor and wonder at the world into which we guide our students.

Those who can see themselves in the role of Communications and Enrollment Coordinator at BART Charter Public School should send via email a résumé, cover letter, three writing examples from the last two years, and full contact information for three professional references to employment@bartcharter.org. The cover letter should be addressed to BART’s Executive Director, Dr. James White. Review of completed applications will begin on 15 April 2019 and will continue until the position is filled.

BART Charter Public School is an equal opportunity employer. BART does not discriminate in admission to, access to, treatment in, or employment in its services, programs or activities, on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity, homelessness, or age. For more information about BART and its programs, please visit www.bartcharter.org.