



Job Announcement: Admissions and Communications Associate

The mission of Explorer West Middle School is to empower young people to explore and grow their unique intellectual, ethical, and creative capabilities, and to treasure diversity and growth in others. We offer rigorous academics and a diverse range of enrichment programs in a small, vibrant learning environment. Explorer West opened in 1996 and today enrolls 106 students in the 6th, 7th, and 8th grades. The annual school budget totals \$2.8M. Located in West Seattle, the school's robust academic, art, and outdoor education programs inspire adolescents to learn how they can positively impact their environment and community. Explorer West graduates become adventurous and confident leaders who flourish, both academically and socially, wherever they go.

Our small administrative team works closely with one another to support all aspects of school programming and operations. **We are seeking an Admissions and Communications Associate to join our team. Help bring the Explorer West mission to life by supporting admissions, marketing, and communications efforts.** The Associate will report to the Director of Admissions and Communication.

This is a non-exempt position, with full-time hours while school is in session, and reduced and flexible hours when school is not in session. Occasional presence for evening or weekend events will be required.

Key Responsibilities include:

- Participate in the daily life of the school; build relationships with students, families, faculty, and staff in support of a positive and engaged school culture.
- Support the Director of Admissions and Communications in all aspects of admissions work, including managing applicant materials and event scheduling, assisting with school tours and events, and compiling and tracking data.
- Help manage and support admissions, development, and community-building events.
- Assist with the development of internal and external marketing and communications, including website and social media content, and digital and print advertising.
- Take and help manage photographs of school life.
- Recruit, guide, and support volunteers engaged in school activities and events.
- Coordinate grant opportunities, including researching new options and assisting with ongoing grant applications.
- Manage the school communication plan and calendar.
- Provide logistical support for families as they navigate high school options.
- Be an integral part of the administrative team and of office operations, including providing back-up support at the Front Desk when needed.

Qualifications:

- Strong support for the Explorer West mission and program, and a demonstrated ability to embody the values that define our school culture: **personal and community responsibility, integrity, creativity and inquiry, confidence, and respect;**
- The desire to join a faculty and staff that is committed to ongoing work to create a diverse, inclusive, and affirming community;
- A warm and engaging personality;
- Excellent written and verbal communication skills;

- An appreciation for (and delight in working in a school environment with) 11- through 14-year-olds;
- Cultural competence, and the ability and desire to connect with all members of a diverse community;
- Flexibility and a willingness to learn and try new things;
- Strong collaboration skills;
- Proficient with standard office software and web-based applications and platforms;
- Basic marketing and graphic design skills;
- Extremely organized with close attention to detail;
- Ability to handle multiple priorities, remain flexible and respectful, take initiative, maintain regular attendance, and be dependable.
- Special consideration given to candidates with fundraising experience.
- Work environment and physical demands include:
 - Ability to stand and walk in a school environment for extended periods, manage long days, handle standard office materials, and support body with core muscles;
 - Occasional lifting or moving of items 10-25 pounds;
 - Must be able to effectively communicate with students, colleagues, and families, including demonstrating reliable auditory and visual awareness as required for the role;
 - Ability to use hands to handle small objects, and to manage writing.
- Associate or bachelor's degree (or equivalent experience) with at least two years' work experience.

Compensation

Expected salary range: \$62,000 - \$70,000 depending on education and experience.

Excellent benefit package including retirement, medical, dental, vision, and life insurance. Generous time off during school breaks.

Please submit a cover letter and resume via email only with the subject line, "Admissions and Communications Associate" to employment@explorer-west.org. PDF format is preferred.

Learn more about Explorer West Middle School: explorer-west.org

Explorer West Middle School does not discriminate on any basis that is protected under federal, state, or municipal law. This policy applies to all areas of student and family concerns (admissions, athletics, educational policies, financial aid, and other school-administered programs) and all areas of employee and volunteer concerns. Explorer West is an Equal Opportunity Employer (EOE).