



### **Our Sisters' School**

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

**Job Title:** Communications Coordinator

**Status:** Part-time (20 hours)

**Reports to:** Director of Advancement

#### **Our Story:**

Our Sisters' School is a small, close knit school serving students in grades 5 – 8. We serve motivated girls from low income families and historically underrepresented groups. We recruit staff and students from diverse faiths, races, and cultures. We're located in New Bedford, MA which is a little over an hour from Boston, and half hour from Providence. Close to the water, and with affordable housing options, New Bedford attracts people looking to work hard and build and maintain a family friendly community.

We sound like a Catholic school, when in fact, we are not religiously affiliated. The name of our school honors the maritime history of New Bedford. It celebrates courageous young women who ventured out on whaling vessels in the early 1800's, and were called "sister sailors". Our students, modern "sister sailors" at Our Sisters' School, are bravely adventuring on the high seas of their educational journeys.

In our safe, supportive, and challenging environment, strong academics are coupled with positive character development as OSS students explore our core values of *excellence, community, citizenship* and *leadership*. Our educational philosophy values experiential, purposeful and community-oriented learning; our goal is to build the best educational environment we can imagine as we support the growth of our students. Flexibility, creativity, teamwork and hard work are some of the things our staff appreciate and value in the work environment at OSS.

#### **Position Summary:**

We seek a passionate, meticulous, self-motivated, and forward-thinking individual with very strong writing, editing, people and project management skills to join our team. This qualified individual will be responsible for communications and marketing efforts, as well as support the School's advancement projects. The ability to work both independently and with others is essential at OSS, as is a strong work ethic.

#### **Responsibilities:**

The primary responsibilities of the Communications Coordinator are to help identify, document and communicate initiatives at the School, in both written and digital platforms, while supporting advancement projects.

- Actively participate as writer and editor on the grant writing and advancement teams.
- Identify, compose, edit and communicate OSS stories; responsible for press releases, Annual Report, Voyages and Making Waves newsletters, social media posting, website content etc.
- Support Advancement efforts as needed and other duties as assigned

**Qualifications/Skills:**

- Superb written, editorial, proofreading and communication skills
- Excellent interpersonal skills, including professional collaboration and cultural competence
- Superior organizational and time management skills
- Proven track record of marketing and development experience
- 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 preferred

**We offer:**

- A work environment that is welcoming, collaborative, flexible and embraces creativity and diversity
- Salary commensurate with experience, education/certification and guidelines provided by OSS financial policies
- PTO (paid time off) in accordance with OSS personnel policies – eligible for 5 sick days a year

**To Apply:** *Please send cover letter, résumé, and references to: Sarah Herman, Head of School, [sherman@oursistersschool.org](mailto:sherman@oursistersschool.org)*

**Visit our Website at [www.oursistersschool.org](http://www.oursistersschool.org)**

*We hire to intentionally include people from a variety of backgrounds. Our students and staff are not all alike, and our different thinking, experiences, and the people we are, creates a rich tapestry of learning at Our Sisters School and makes us stronger. Our community works hard to create and maintain a working and learning environment that's diverse, inclusive, equitable, and welcoming. As an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*