**CREATIVE CITY PUBLIC CHARTER SCHOOL**

**Job Description**

**Enrollment & Program Associate**

Reports to: Executive Director

Work hours: Apx 25 hrs/week, M-F

Creative City Public Charter School seeks an Enrollment & Program Associate to support the office of the nonprofit school operator in tasks related to administration, enrollment, and fundraising. This is a part-time role beginning July, 2017 and is a 12-month position.

**JOB RESPONSIBILITIES**

**Enrollment:**

* Maintain timely and personalized email and phone communication with prospective families
* Track incoming lottery applications in the lottery data management system
* Coordinate Open House and other events
* Schedule and coordinate tours (individual and group) with prospective families
* Schedule and coordinate other outreach opportunities such as preschool fairs and community events
* Engage parent volunteers to support with the above
* Manage logistical preparations for lottery
* Manage post-lottery communications including acceptance letters, wait list letters, and decline letters
* Manage enrollment offers from wait list, accounting for enrollment preference for siblings and for Park Heights residents
* Together with our school Secretary, send registration packets and other welcome materials
* Coordinate summer welcome / networking events for new families
* Assist with reports to school district re: lottery and enrollment

**Fundraising:**

* Ensure delivery of timely donor thank you letters
* Assist with reporting for funders
* Research grant opportunities and assist with assembling proposals
* Assist with creating fundraising collateral materials

**Administrative Support:**

* Maintain filing system
* Assist with payroll
* Assist with competitive bidding from vendors
* Assist with major annual purchasing of curricular, furniture, or supplies
* Provide lunch coverage for school secretary in front office (answer phones, greet walk-in guests)
* Other duties as needed, including special projects as they arise

**QUALIFICATIONS:**

The ideal candidate for this position will possess the following:

* Excellent oral and written communication skills
* High level of professionalism in all communication
* Extreme attention to detail
* Ability to establish and maintain organizational systems
* Extremely comfortable using Microsoft Excel and Microsoft Word
* Ability to work independently and to multi-task
* Comfortable interacting with people from a wide variety of backgrounds

To apply, please send resume and cover letter to [MCanino@bcps.k12.md.us](mailto:MCanino@bcps.k12.md.us) or mail to Creative City Public Charter School, 2810 Shirley Ave, Baltimore, MD 21215