

Jackson Walnut Park Schools

Associate to the Administrative Team

Jackson Walnut Park, an educational ministry sponsored by the Sisters of Saint Joseph of Boston, has been preparing children for academic success and lives of purpose for more than 50 years. Located on a historic campus in Newton, Jackson Walnut Park is a Roman Catholic school community that offers a Montessori education to its youngest children and an academically rigorous elementary program of study to children in grades K-6.

We seek a versatile and capable team member to serve as the Associate to the Administrative Team. This position will take on broad-ranging responsibilities in admissions, advancement, communication and administration. Gracious and organized, the right person will be a team player who is ready to assume the following:

- Serve as a liaison between the schools' administrative team, Walnut Park Montessori, Jackson School, and the Board of Trustees.
- Coordinate communication, events, and data-management in support of the admissions office.
- Prepare mailings, reports, and board materials.
- Manage the school's website, social media channels, and other communication platforms.
- Complete special projects as assigned.
- Build positive professional relationships with all constituencies.

The successful candidate will possess strong oral and written communication skills, sound judgment and discretion while maintaining a high level of confidentiality, a proven ability to collaborate and build relationships with diverse constituents, a love of children and schools, and a respect for and commitment to the mission.

Qualifications: Bachelor's degree and competency with Microsoft Office and Google applications required. Social Media marketing experience (primarily Facebook and Instagram), WordPress website experience, and knowledge of both Ravenna Enrollment Management System and RenWeb/FACTS Student Information System highly desired.

Applicants should possess at least two years of relevant experience preferably in a school environment. Salary and benefits are competitive and commensurate with experience. This is a twelve-month position. For information about Jackson Walnut Park, please visit our website: jwpschools.org. Interested candidates are invited to submit a resume and cover letter to Mary Delaney, Executive Director, at mdelaney@jwpschools.org.