Hebrew Public is a national network of diverse-by-design public charter schools that teach children of all backgrounds to become productive global citizens. Our schools are models of racial and economic integration, academic excellence, and foreign language learning.

We seek a high-energy Community Relations and Student Recruitment Manager for our External Relations team.

**Community Relations and Recruitment Manager**

Reporting directly to the Chief External Relations Officer, the Community Relations and Student Recruitment Manager will play a key role in supporting the execution of Hebrew Public’s ambitious goals in recruiting diverse students to our schools. This is an extraordinary opportunity for a candidate to support student recruitment and community outreach, as part of an organization dedicated to creating intentionally diverse, academically excellent schools.

**Job Responsibilities:**

- Participating as a thought partner to the Chief External Office and working closely with other members of the team to craft and refine organizational strategies and goals for student recruitment and successful community relations;
- Developing and executing recruitment strategies and initiatives for Hebrew Public’s New York City-based schools, including:
  - Seeking out recruitment opportunities and representing our schools at community events to attract students from diverse racial, ethnic, and socioeconomic communities
  - Together with the school-based staff, organizing and implementing school-based recruitment events that supports our diverse-by-design model
  - Overseeing and guiding school-based staff on recruitment activities
- Serving as a key liaison to our New York City schools’ local elected and government officials, stewarding the relationships with their offices through regular check-ins, event invitations and school tours
• Serving as a liaison to managed schools’ parent-teacher organization (PTO) members and individual parents including:
  o Fielding inquiries and complaints
  o Supporting their volunteer work through advice, hands-on support and research for relevant community engagement and PTO opportunities
  o Joining parent meetings as needed to represent Hebrew Public and to support community building
• Establishing and maintaining effective systems for tracking and reporting recruitment activities and enrollment outcomes for all NY schools
• Working with the external relations team to support the creation of promotional materials such as flyers, brochures, mailings, posters and banners
• Handling phone calls from inquirers seeking information about our schools

Desired Skills and Attributes:

• **Communicator:** Strong written and verbal communication skills, including the ability to communicate effectively with diverse audiences and stakeholder groups;
• **Relationship-builder:** Can effectively build and manage a wide array of relationships with key constituent groups such as parents, community organizations, school leaders, and staff colleagues to support our inclusive culture;
• **Details and data fan:** Detail-oriented, and prepared to use data to improve results.
• **Accountable:** Able to meet deadlines, and to work independently and expeditiously on initiatives.
• **Problem solver:** Able to think strategically and creatively;
• **Task Diversifier:** Able to manage multiple complex tasks;
• **Flexible:** Able to work flexible hours, including some weekends and nights;
• **Collaborative:** Collaborative and good at teamwork;
• **Positive Presence:** High, positive energy, with a good sense of humor;
• **Diplomatic:** Capable of diplomacy and discretion in complex situations
• **High-Energy:** Thrives in a dynamic, high-energy environment; able and willing to embrace change;
• **Passionate:** Have a passion for the community relations and assisting parents and families in choosing our diverse-by-design school model.

Compensation and benefits:

We offer competitive salaries with a comprehensive benefits package. To be considered, interested applicants should submit a cover letter and resume to Mark Fink at mark@hebrewpublic.org.

*Hebrew Public is committed to building a diverse team that reflects our student diversity. Candidates of color and those from backgrounds that are underrepresented in leadership roles in the education sector are particularly encouraged to apply. Knowledge of Hebrew is not required!*