



BOSTON TRINITY ACADEMY

Development Events Coordinator/Parent Liaison

Job Description

Revised: May 18, 2023

Overview

Boston Trinity Academy is a non-denominational Christian, college-preparatory school for students in grades 6-12. Our mission is to educate students from diverse backgrounds in an academically demanding, Christ-centered community, inspiring them to lead lives of faith, integrity, and service. Our strong commitment to diversity ensures that all promising students, regardless of their racial or socioeconomic background, can receive a world-class education that prepares them for success. To that end, each year we award \$1.9MM of scholarship to over 60% of our students, making us one of the most diverse private high schools in the U.S.. 99% of our students are accepted into a four-year college and 83% graduate within 5 years.

For more information: www.bostontrinity.org and www.bostontrinity.org/transform.

Job Description

If you love hospitality and creating beautiful spaces with delicious food for all your friends and family, then this position is for you!

Boston Trinity Academy is seeking a PROACTIVE, FLEXIBLE, and DETAIL-ORIENTED TEAM PLAYER to support the Development Department, which is responsible for advancing the mission of the school by engaging partners and raising funds. This individual will report directly to the Director of Development. Given our small team, there is a large amount of collaboration and this person's exact responsibilities will evolve over time to best balance priorities, workload, and strengths in the team. For these reasons, adaptability, a positive attitude, giving and receiving constructive criticism well, and putting the team above oneself are necessary to thrive in this position.

Primary Responsibilities

Event Planning

- Plan and oversee Development events
 - Recruit and manage volunteers to assist with events as needed
 - Create online and paper invitations and manage guest lists
 - Order/shop for food and supplies for events
 - Set up and decorate event spaces
 - Ensure proper clean up and storage after events
- Assist with Parent Association (PA) events
- Assist with other school events as necessary
- Attend weekly multi-department Look Ahead Meetings to represent the Development Team

Major Events/Campaigns

Working with the Development Team, oversee execution of the following:

- Jan/Feb - Parent Campaign and Dinner (plus raffle)
- April - Annual Spring Banquet fundraiser (plus acquiring silent auction items and beer donations)

Parent Liaison

- Recruit Parent Association (PA) Officers and Class Parents
- Work with PA Officers to set and achieve their goals
- Work with PA and Class Parents to ensure a successful Parent Campaign each year
- Produce/Edit monthly Parent Association Newsletters with PA Volunteer Coordinator
- Attend monthly Parent Association Meetings and collaborate on agenda
- Attend weekly Parents in Prayer and coordinate Parents in Prayer emails and the section in our weekly school newsletter (Weekly Bulletin)
- Help coordinate teacher appreciation efforts
- Coordinate Class Parent activities (snack breaks at school, class get togethers, etc.)
- Represent the Parent Association at New Parent Orientations in the spring, Back to School Orientation in the fall, and the New Parent Dinner to present opportunities to get involved
- Send Weekly Bulletin Communications to the Marketing/Communications department to ensure clear communication with parents
- Working with the Admission and Marketing Departments, launch and coordinate the Friends and Ambassadors Network (FAN) Program. This program recruits a large number of parents and friends of the school to participate in a word of mouth marketing campaign.

Requirements

- Bachelor's degree
- Enthusiasm for the school's mission
- Willingness to make a thoughtful financial gift to the school each year (most employees use payroll deduction)
- Ability to sign the school's statement of faith

Compensation

Compensation dependent on experience.

How to Apply:

To apply, please provide a resume, cover letter, writing sample, and both your Myers Briggs and Enneagram personality types to jobs@bostontrinity.org. You will only be contacted if you receive an interview. There are multiple free Myers Briggs and Enneagram tests online.