

The Wight Foundation, Inc.

Community Outreach and Media Coordinator

Job Description

THE WIGHT FOUNDATION, INC.

The Wight Foundation places students from the Greater Newark New Jersey area in boarding high schools located in New England and the Mid-Atlantic regions. The Foundation supports and encourages students to excel academically, emotionally, socially and personally.

RESPONSIBILITIES:

Research and provide outreach opportunities for Scholars, such as internships, summer programming, college summer sessions and summer jobs.

Manage media outreach, including social media and marketing.

Maintain and upgrade website.

Coordinate annual boarding school fair.

Assist Executive Director with the placement process.

Support the student recruitment program.

Administer academic tests & programming.

Coordinate workshops for students.

Participate in campus visits to regional boarding schools.

Foster relationships with scholars.

Report to the Board of Trustees about areas of responsibility.

Perform other duties as assigned.

QUALIFICATIONS:

Completed BS/BA program at an accredited college or university. Experience with independent and/or boarding schools. Have strong organizational and management skills. Demonstrate the ability to network with students, families, and professionals in the workplace/school environment. Must be an effective communicator who exudes confidence and maintains a positive outlook. Must have a working knowledge of Microsoft Office and Online Admissions and Enrollment software. Database management a must. Must have car transportation and ability to travel on a flexible schedule. Fluency in Spanish desirable, but not required.

SALARY & BENEFITS:

Salary is commensurate with qualifications and experience. Benefits plan. Optional dental coverage.

To apply, please email Derrick Wallace at dwallace@wightfoundation.org.