

SOCIAL JUSTICE SCHOOL

Organizational Overview:

The Social Justice Public Charter School (SJS) is a new 5th - 8th grade middle school located in Washington, D.C.

Our mission is to catalyze an integrated community of middle-school learners to be scholar-activists who are designers of a more just world. In order to design a more just world, our students require an education that embraces and lives out a set of core beliefs about what it means to be human.

Overview

SJS is hiring for the part-time **Family Recruiter** position. The primary purpose of the Family Recruiter role is to support the growth of our school by helping to fill open spots and build robust waitlists of prospective students. This position will require you to work closely with our Family Engagement Specialist to execute on recruitment plans and meet goals set by the team. Family recruiters are our faces and voices to new families and will be expected to execute their responsibilities with professionalism and a high degree of customer service.

Responsibilities

- Canvassing includes but is not limited to knocking on doors, making contact with local community groups and businesses, and handing out pamphlets to prospective families at events and high traffic locations.
- Attending family-based events that will target prospective families
- Searching for new events and locations to recruit prospective families
- Support with phone calls to new and prospective families
- Event planning and marketing of informational meetings for prospective families
- Tracking recruitment work in target area to ensure all potential families are contacted
- Providing feedback to inform continued refinement of recruitment plans

Requirements

- A passion for the SJS mission and a belief that all students can grow and learn
- Excellent interpersonal, communication, and customer service skills
- Ability to work in a team, as well as follow through independently to complete tasks as required
- Ability to maintain strict confidentiality where required and discretion when involved in sensitive conversations
- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritize work on multiple projects
- *Spanish speaking preferred*

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk, hear, and communicate with both adults and children. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is moderate to high.

Compensation:

\$15/hour, 6-10 hours a week

TO APPLY:

Please send resume to bria@thesocialjusticeschool.org with the subject "SJS Family Recruiter"