

JOB OPPORTUNITY

Dwight Global Program Coordinator

Dwight School, an independent private school located on the Upper West Side, is seeking a dynamic, friendly and detail-oriented Global Program Assistant who will work closely with the Head of School on key administrative functions, including planning events, recruiting students and promoting Dwight Global, sending and editing school-wide communications, and assisting the Head of School on other tasks. The successful candidate will be a well-rounded self-starter and a seasoned problem-solver, and should have a strong interest in all areas of school administration.

Responsibilities:

Event Coordination

- Coordinate logistics for Dwight Global events, including booking space, researching activities, planning and ordering food, arranging transportation, and collecting RSVPs
- Coordinate and process event reimbursements

Communications

- Create and manage an annual communications calendar for Dwight Global emails
- Draft, proofread, and send emails, and coordinate replies

Marketing

- Research new areas for marketing work (academies, homeschool)
- Promote Dwight Global by making cold calls
- Arrange and attend promotional events

Administrative Assistance

- Provide administrative assistance for the Head of School

Requirements:

- Bachelor's Degree
- Exceptional oral and written communication skills
- High level of diplomacy and discretion, particularly with sensitive information
- Strong team player, collaborative and flexible
- Must be outgoing and personable

Qualified candidates should submit resumes to Louisa Childs Smaylovsky, Head of School Dwight Global, at lchilds@dwight.global with the heading "Dwight Global Program Assistant."

Dwight School's goal is to achieve and maintain equal employment opportunities. It is also the policy of Dwight School to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regards to any term or condition of employment.