



Communication Coordinator

Cambridge Montessori School seeks a knowledgeable and enthusiastic Communications Coordinator to support a variety of communications efforts, including internal communications, external marketing and social media. Qualified candidates will have an undergraduate degree, excellent writing and editing skills, professional experience with social media outlets, strong technology skills (including Adobe, Microsoft Office, inResonance, and Hootsuite), exceedingly high attention to detail, and an enthusiasm for Montessori education. Ideal candidates will have experience working in an independent school community.

Specific projects include, but are not limited to:

- Compiling a weekly electronic newsletter
- Developing a social media strategy, creating content, posting and analyzing metrics
- Managing online calendars and listserves
- Supporting outreach events
- Website management and updates

We seek a flexible, driven, and creative individual who can work both independently and effectively plan and problem solve with a team. Confident, professional demeanor and a sense of humor are important characteristics. This is a part-time position, requiring 25 hours/week.

Contact

Candidates should send a letter, personal statement, and resume to:

Dr. Ingrid W. Tucker, Head of School
Cambridge Montessori School
employment@cambridgemonessori.org

About our school

At Cambridge Montessori School, we partner with our diverse community, using authentic Montessori principles, to reveal each child's innate love of learning and prepare our children to thrive in a complex world.

Cambridge Montessori School is a coeducational independent day school currently enrolling 220 students from toddlers through grade eight. In 2013, CMS celebrated 50 years serving Cambridge and surrounding towns. CMS is a dynamic, international community, which reflects the diverse culture and rich educational resources of the region and enrolls students from over 20 different countries. CMS is accredited by the American Montessori Society and the Association of Independent Schools in New England, and is a member of the National Association of Independent Schools, Montessori Schools of Massachusetts, and the International Montessori Council.

CMS is a non-sectarian institution and does not discriminate on the basis of race, gender, religion, national or cultural origin, sexual orientation, family style, political belief, or disability in the administration of its admissions, financial assistance, education or employment practices.