



**CATHEDRAL**  
7-12 HIGH SCHOOL • BOSTON

**Job Title:** Coordinator of Student Programming and Engagement

**Position:** Full-time

**Reports to:** Vice-Principal for Student Affairs

**Direct Reports:** None

The Coordinator of Student Programming and Engagement will play an important role in developing, nurturing, and growing a vibrant collection of opportunities and experiences for Cathedral students. Reporting to the Vice-Principal for Students Affairs, the Coordinator will work with faculty, staff, families, and community partners to provide a holistic Cathedral experience for all students. Focusing on Cathedral's Leadership, College, and Life Readiness commitment to students, the coordinator will develop a series of unique workshops, programs, and external experiences that provide Cathedral students a rewarding high school experience and position them for post-graduate success.

### **Essential Job Functions**

- Organize, maintain, and grow a robust set of after-school activities and opportunities for Cathedral students.
- Engage faculty, staff, and community partners in creating leadership, college, and life readiness workshops, events, and opportunities that impact all CHS students.
- Serve as the liaison to community partners in seeking out and providing internships and other developmental experiences for CHS students.
- Engage community partners to provide meaningful service opportunities for CHS students and assure all students have annual opportunities to engage in community service.
- Collaborate with the Director of Admissions to share the Cathedral experience with incoming students
- Lead all afterschool programming, such as school dances, cultural events, pep rallies, etc.
- Lead annual experiences, such as spirit week, theme days, and cultural days for students celebrating Cathedral's culture and mission.

### **Job Requirements**

- Strong desire to actively engage students and enhance their overall development
- Outstanding organization and communication skills
- Ability to work from 9:00 AM – 5:00 PM (may vary)
- Bachelor's Degree required
- Experience in urban education preferred
- Limitless energy to engage Cathedral students is a must!

**To apply, please submit a cover letter and resume to Portia Kelley at [pkelley@cathedralhighschool.net](mailto:pkelley@cathedralhighschool.net).**