

Employment Opportunity – Part-time (50%) Engagement and Outreach Associate



Blue Oak School is seeking a warm, experienced, and innovative Engagement and Outreach Associate to join our dynamic team. This role involves supporting Blue Oak School's Admissions and Advancement Offices to promote the School's philosophy to internal and external constituencies, including volunteers, students, current and prospective families, faculty and staff, and other referring organizations. A love for learning and enthusiasm for the school community are essential. Required qualifications include strong interpersonal and communication skills, a collaborative mindset, experience with database systems and marketing/communication platforms and an innovative mindset. Experience in nonprofit organizations and independent schools is preferred. Join us at Blue Oak School and contribute to a community dedicated to fostering a love of learning and supporting students' educational journeys.

Requirements & Experience

- Experience in engagement, outreach, marketing or related roles, preferably in an educational setting or nonprofit organization.
- Excellent written and verbal communication skills.
- Strong interpersonal and relationship-building skills.
- Strong organizational and project management skills.
- Detail-oriented with a high level of accuracy.
- Self-motivated and able to work independently as well as part of a team.
- Ability to handle multiple projects simultaneously and meet deadlines.
- Demonstrated ability to quickly learn and adapt to new online systems and technologies related to both the admissions and advancement offices
- Ability to coordinate the design and production of marketing content for various audiences with the commitment to equity and inclusion
- Strong commitment to the mission and values of the school.
- Availability to work flexible hours, including occasional evenings and weekends for events.
- Ability to represent the school positively to a variety of stakeholders.
- Familiarity with the local community and understanding of the independent school landscape (preferred).
- Conversational Spanish is a plus

Attributes

- Commitment to personal and professional development and a growth mindset
- High expectations for self, colleagues and students
- Hardworking, organized, good communicator, and reliable
- Ability to model professional and ethical standards when working with students and families
- Sense of humor, authentic empathy, warmth, and collegiality
- Desire and ability to contribute to student and community life inside and outside the classroom
- Commitment to social justice and fostering culturally competent and inclusive classrooms
- Ability to model professional and ethical standards when working with students and families
- Ability to work both independently and as a member of a team
- Ability to exercise gentle authority consistent with our school culture
- Strong communication skills with students, parents and colleagues

Responsibilities

- Assist in the planning and execution of fundraising and admission events, campaigns and initiatives.
- Maintain and update donor and prospective family databases, ensuring accuracy and confidentiality of information.
- Manage and support mailing lists and users for school Mailchimp account and ParentsConnect App
- Support school event logistics, marketing and communications

- Other duties as assigned by the Administrative Team

Please submit a résumé, cover letter, and references to jobs@blueoakschool.org

Blue Oak School, nestled in beautiful downtown Napa, CA, is a K-8 progressive school of about 200 students that offers a challenging and stimulating education to children of diverse backgrounds, experiences and interests. Through the culture and community of the School, teachers nurture the development of character and foster confidence, creativity, flexibility and curiosity in each child. Students, in turn, encourage each other to learn. Relationships among freedom, responsibility, community and environment are explored through studies that engage students as stewards in service to the School, the region, and the world. Blue Oak School does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin, sexual or gender identity in its hiring processes and actively promotes the principles and practices of diversity throughout the school community.

If hired, the non-exempt pay range for this position is between \$28 - \$32. The compensation may vary depending on preparation, skills and experience. Competitive benefits, for eligible employees, include medical, dental, life insurance, 401k retirement match, and generous paid time off benefits.