

Job Description



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Job Title	Activities Manager
Position Summary	Manage and implement all aspects of student activities and events. This includes planning, marketing, convening and evaluation of such activities. The Activities Manager serves as the liaison between students, administrative staff, faculty, vendors and community members to facilitate the success of all student programs and activities. City Charter High School is a public school with an enrollment of 600+ students in grades nine through twelve. Yearly activities/events include three dances, four field trips in the fall, three field trips in the spring/summer, activities on alternating 4PLUS Mondays, as well as other activities/ programs throughout the school year.
Qualifications	A college degree and 3 – 5 years' work experience in an educational, business, or non-profit organization. Experience in secondary K-12 education preferred. A strong track record of event planning and/or project management is essential. Prior experience working with the public and community relations experience desired. Additional qualifications described below.
Essential Job Functions	See below.
Reports to	CEO and Principal
Salary Range	Hiring salary range: \$40,000 to \$48,500; Negotiable based on experience. In addition, City High provides a generous benefits package including health insurance, paid time off, an attendance monetary incentive, a 401k retirement program (with matching contributions) and a 4-day school schedule that includes alternating Mondays off.

Essential Functions:

School Activities / Events – Dances & Field Trips

- Plan events in consultation with Administration (Admin), project managing all details necessary to plan and implement successful student events.
- Secure event venues and vendors. Manage contracts/agreements in consultation with Admin.
- Proactively communicate to Admin, grade-level teams, students, families about the planned events and activities.
- Develop fundraising opportunities to help subsidize the costs of individual activities.
- Plan and implement monthly Student of Month lunches for the various grade-level teams. Develop a collaboration with local restaurant(s) for hosting the monthly luncheons.
- Develop permission forms and family notifications in consultation with Admin and the Director of Student Enrollment and Strategic Communications.
- For 4:PLUS Monday activities, work with Admin and grade-level teachers to develop a calendar for the trimester. Collaborate with the Director Student Enrollment and Strategic Communications to proactively communicate about the activities.

Student Recruitment for Activities, Events and Programs

- For 4PLUS activities, coordinate the sign-up process via Google Sheets/Forms to proactively recruit students for various activities.

- Work with grade-level teams to determine opportunities to recruit students and promote planned activities, events and programs.

Commencement/ Graduation

- Secure venue for graduation approximately one year in advance with approval of the CEO.
- Order diplomas and verify correct names and spelling of graduating seniors on their diplomas.
- Work closely with the senior grade-level principal and senior teacher liaison regarding commencement details.

Student Fundraising/ Management of Student Accounts

- Work closely with the Business Manager in collecting and securing funds from students and families paying for student events and activities.
- Maintain accurate records of payments and fundraising.
- Meet with the Business Manager and/or Accountant to monitor Student Activities account and generate reports as necessary.

School Pictures

- Work closely with the Business Manager to secure bids from prospective photographers (typically occurs every three years).
- Plan and coordinate school picture dates with our designated photography vendor and in consultation with Admin.
- Oversee the facilitation of picture day and process for students and families to purchase pictures.

Other Duties

- Work with grade-level teams to determine any support needed in convening year-end recognitions.
- Collaborate with the Community Engagement Specialist in coordinating external partner opportunities/activities.
- Be available to provide Quiet Lunch coverage and participate in the rotation of Front Desk coverage in the absence of the Front Desk Receptionist/ Administrative Assistant.
- Other duties as assigned.

Skills and Qualifications:

- A college degree and 3 – 5 years working in an educational, business, or non-profit organization; experience in secondary K-12 education preferred.
- A strong track record of event planning and/or project management is essential.
- Outstanding organization and planning skills.
- The ability to learn quickly in a fast-paced environment.
- Effective problem-solving skills; the ability to identify challenges and proactively work to find solutions.
- Strong computer skills, including knowledge of Microsoft Office Suite.
- The ability to manage multiple responsibilities simultaneously.
- Exceptional attention to detail and follow-through without losing sight of the 'big picture.'
- Flexible, 'can do' work ethic with a focus on what can be delivered despite unforeseen challenges.
- A passionate belief in the mission of City High and a commitment to increasing the success of our students, families, and the school.

