



WASHINGTON LATIN  
PUBLIC CHARTER SCHOOLS

*A Classical Education for the Modern World*

## Recruiting Associate

School Year 2023-24

Full time, 12-month position

Start Date: ASAP

Location: both campuses

### JOB PURPOSE

The Recruiting Associate shares our mission, vision, model and culture with prospective families for both campuses of Washington Latin so that they apply and then enroll. Reporting to the Director of External Affairs, the Associate manages Latin's relationship with prospective families from initial contact through enrollment, thus playing a key external relations role. The Associate provides clear information and creates a sense of welcome to attract a diverse group of families to Washington Latin.

### *Responsibilities*

- Recruiting Program  
Help develop and execute Washington Latin's admissions program and process, from initial outreach or inquiry through student enrollment. Focus on creating broad awareness of and interest in both campuses among DC's diverse community to meet our enrollment targets. Key responsibilities include:
  - Together with the Director of External Affairs and other school leaders, create a comprehensive, yearlong calendar of outreach communications, activities, and events on- and off-campus, including in-person and virtual presentations, school tours, shadow days, etc.
  - Work with the External Affairs team to develop informational materials (digital and print) and related "swag" (tee-shirts, booklets, and other such student giveaways), and maintain an inventory of materials and swag for use throughout the year.
  - Develop relationships with community partners, feeder schools, youth organizations, and other groups to share information about Washington Latin and generate interest in the schools.
  - Identify community events and activities throughout the year in which Washington Latin could participate, and either personally attend these events and/or work with other faculty or volunteers to staff them.
  - Respond to and support individual student and family inquiries and maintain detailed records of contact with prospective families/students from initial contact through enrollment and support communications with these families before and after the lottery process.
  - Partner with other members of the campus and LEA leadership teams to identify and then support a team of faculty, parent and student volunteers to support outreach efforts. Work to train these volunteers and provide them with necessary information, materials, etc.

Washington Latin Public Charter Schools ★ *A Classical Education for the Modern World* ★ [www.latinpcs.org](http://www.latinpcs.org)

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Anna Julia Cooper Campus ★ 711 Edgewood Street NE, Washington DC 20017 ★ 202.697.4430

- Serve as the key liaison to MySchoolDC, responsible for managing all lottery-related deadlines, processes from ensuring Latin’s information is updated in the fall through the post-lottery process of managing the waitlist, in full compliance with the related rules and regulations for the school lottery process.
- Post-lottery Enrollment and Family Engagement
 

Participate in all enrollment processes as a member of the Enrollment Team, including:

  - Serve as the key point of contact for newly matched families, supporting the development and execution of written communication, meetings/orientations, etc. and managing the process of shadow days from registration through student arrival/departure from the campus.
  - Manage waitlist offers and responses through MySchoolDC and share this information in a timely, systematic way and in partnership with other Enrollment Team members.
  - Support the enrollment process, including reviewing and verifying documents, communicating with families about their enrollment status, and other duties as needed.
  - Support the development and execution of student and parent orientation programs in partnership with leadership, including both in person and virtual events.

***Knowledge, Skills, and Abilities***

- Interest in and commitment to the classical mission of the school and its diverse student body and ability to convey its power to those new to the mission/model. An understanding of K-12 education landscape in DC (charter options, DCPS schools, MySchoolDC) or willingness to become knowledgeable also important.
- Genuine ability to connect with a range of people representing the full range of diversity in identity (racial, socioeconomic, age, etc.) and role (students, parents, Latin faculty, volunteers, staff of other organizations, etc.) to engage and excite them about Washington Latin.
- Excellent communication skills and ability to be both clear and engaging, including in large-audience presentations, one-on-one conversations, and a variety of written communications (emails, website copy, social media posts, etc.)
- Open-minded and innovative thinking that can help identify new approaches to reaching recruiting goals within the resource constraints (limited time, human resources, and budget).
- Organization skills to track details and meet deadlines.
- Flexibility to work outside of normal office hours to attend evening and weekend events.
- “Can-do” attitude and willingness to support other work of the External Affairs Department or Washington Latin generally with other duties as assigned.

***Qualifications***

- Bachelor’s Degree Required
- Minimum three years of experience in nonprofit outreach (communications, customer service, recruiting, etc.) or related position; preference for experience in K-12 education

***This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.***

## WHO WE ARE

Washington Latin PCS is a small network of liberal arts, college preparatory schools with a classical mission serving over 1,000 students in grades 5-12 from across the District of Columbia on two campuses. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

[Read more](#) about Latin's model, teaching approach, and community on our website.

## WHO YOU ARE

You are a master of your content, a curious lifelong learner, and someone who loves working with kids. Additionally, you consistently do the following:

### **For Students**

- ✓ Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Establish and consistently administer high academic and personal expectations for students both in and out of one's classroom;

### **For Colleagues and Administrators**

- ✓ Are respectful of one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

### **For Parents**

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Are willing to invest the time to develop and maintain relationships with families;

### **For Oneself**

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant educational organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

## **COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY**

Washington Latin is an equal-opportunity employer, and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

### **APPLY NOW!**

Interested in joining our faculty or learning more about our schools?  
Please complete an initial [application](#). Questions? [jobs@latinpcs.org](mailto:jobs@latinpcs.org)

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