



City on a Hill Charter Public School, a public high school in urban Boston with 280 students, emphasizes academic achievement, citizenship, teacher leadership, and public accountability.

We seek to graduate responsible, resourceful, and respectful democratic citizens prepared to advance community, culture and commerce, and to compete in the 21st century.

City on a Hill Charter Public School seeks a qualified and experienced **Development Assistant** to join our hard-working mission focused organization committed to reforming urban public education and narrowing the achievement gap.

Major Job responsibilities include but are not limited to:

- Recruit 500 8<sup>th</sup> Graders
- Schedule Service Day Trips
- Recruit final juries jurors
- Write and publish fall and spring newsletter and periodic e-newsletters; implement new e-newsletter program
- Assist in writing Annual Reports
- Assist in writing grants and letters of inquiry; research new grant opportunities
- Support with Gala coordination
- Support with all development efforts
- Give tours to visitors of the school
- Maintain current web page

Qualifications for this position:

- Bachelor's Degree Required
- Must be detailed, focused and have strong writing and verbal skills
- Must be able to work in a shared space, with foot traffic and maintain accuracy of work
- Must be a team player

This is a full time position and we offer a comprehensive benefits package including: medical, dental, paid-time off (vacation/sick/personal), flexible spending account options, short term and long term disability, life insurance and a proactive and accessible HR department that focuses on the staff's health and happiness. To learn more about our school and mission, please visit our website at [www.cityonahill.org](http://www.cityonahill.org)

City on a Hill is an Equal Opportunity Employer and does not engage in unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation or age. Minorities and bi-lingual applicants are strongly encouraged to apply.

Candidates should submit a cover letter, with salary requirements and resume to:

Christina Killizli-Salameh, HR Dept.

City on a Hill Charter Public School  
58 Circuit Street  
Roxbury, MA 02119

Or email your cover letter and resume to: [hire@cityonahill.org](mailto:hire@cityonahill.org)