



JOB TITLE: Anniversary Coordinator

POSITION TYPE: Part-Time (18 month contract/ 20 hours per week)

FLSA STATUS: Non-Exempt

EXPECTED START DATE: January 1, 2025

APPLICATION DEADLINE: December 1, 2024

ABOUT US

Hathaway Brown School has a rich history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the Learn for Life signature approach, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our approximately 820 students and 225 faculty and staff come to Hathaway Brown from 80 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio. As we approach our 150th anniversary (our 2025-2026 school year), we seek a dedicated and enthusiastic Part-Time Anniversary Coordinator to lead our celebrations, engage our community, and honor our rich history.

SUMMARY

The Anniversary Coordinator will be responsible for planning, organizing, and executing a series of activities and events throughout the 18-month celebration period. (We had a consultant do a listening tour and build a plan about the anniversary in the winter 2024.) This role will involve collaboration with students, parents, teachers, staff, and alumnae to create a vibrant and meaningful experience that showcases our school's legacy and strengthens our celebrated community. This coordinator will report to both the Director of Marketing & Communications and the Director of Advancement.

KEY RESPONSIBILITIES

- **Event Planning & Coordination:**
 - Develop a comprehensive calendar of activities and events that highlight the school's history, community connections, and achievements.
 - Organize and manage logistics for events, including venue selection, catering, marketing, and participant engagement.

- **Community Engagement:**
 - Foster connections with students, parents, teachers, staff, and alumnae to encourage participation and support for the anniversary celebrations.
 - Create opportunities for collaboration and input from various stakeholders such as the HBPA, the Alumnae Council, the Head's Council, and other internal groups to maximize engagement and impact.
- **Communications & Marketing:**
 - Work with the HB Marketing and Communications Department to develop and implement a marketing plan to promote events and activities through newsletters, social media, and school communications.
- **Documentation & Legacy:**
 - Capture and document the celebrations through photography, video, and written narratives to preserve the history and stories of the school community.
 - Work with the administration to create a lasting tribute to the 150th anniversary that can be shared with future generations.

QUALIFICATIONS

- Bachelor's degree in Education, Communications, Event Planning, or a related field preferred.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with a passion for community engagement.
- Creative thinker with the ability to develop innovative ideas for events and activities.
- Previous experience in event planning, education, or community outreach is a plus.

REPORTS TO

The Head of School, in concert with the Advancement and Communications offices

WORK SCHEDULE

The Anniversary Coordinator will work approximately 20 hours per week, with a flexible schedule to accommodate event planning and execution. Some evenings and weekends may be required.

COMPENSATION

Compensation will be commensurate with experience and aligned with school policies.

DIVERSITY, EQUITY AND INCLUSION

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. We believe that these

communities must be centered on the work we do. Hence, we strongly encourage applications from people who are members of other marginalized communities. Click [here](#) to be directed to our full DEI Statement.

TO APPLY:

Interested candidates should email a resume and cover letter to hrstaffing-ms@hb.edu. If you have any questions you may contact Meredith Cavell, Director of Human Resources at 216-320-8112.

Hathaway Brown School
19600 North Park Boulevard
Shaker Heights, OH 44122
EOE