



**Hudson Montessori School**  
**Admissions and Communications Coordinator**

Hudson Montessori School is seeking a full-time Admissions and Communications Coordinator to join our Advancement team.

**About Us**

Founded in 1962, Hudson Montessori School serves 250+ children from infancy through 8th grade. Our unique Montessori environment allows children to develop independence, responsibility, self-expression, and an intrinsic appreciation of learning. Everything we do is aimed at fostering the child's self-realization of their own worth and potential, helping each child to become:

- Lifelong, Curious Learners
- Courageous and Compassionate Leaders
- Students of Humanity

**Job Responsibilities**

The Admissions and Communications Coordinator plays a key role in advancing our mission through enrollment support and strengthening community engagement. The Admissions and Communications Coordinator works closely with and reports to the Director of Advancement.

***The Admissions and Communications Coordinator will:***

- Serve as the primary point of contact for the admissions process from inquiry to enrollment, ensuring a welcoming and informative experience for prospective families.
- Conduct tours and interviews that reflect an understanding of the Montessori philosophy and the culture, mission, and vision of Hudson Montessori School.
- Collaborate with faculty to assess prospective students for admission.
- Track enrollment and retention data to understand trends and assist in developing enrollment strategies.
- Execute outreach initiatives to attract mission-aligned families.

***The Admissions and Communications Coordinator will:***

- Write, edit, and distribute the school's weekly newsletter.
- Assist in drafting and editing communications from Head of School and/or school leaders.
- Maintain and update school website content.
- Produce posts, short-videos, and stories on social media that support our brand and communications strategy.
- Create or collaborate on print and digital marketing materials.

- Oversee the preparation of invitations, programs, signage, and announcements.
- Support advancement-related communications including donor messaging, stewardship materials, appeals, impact stories and donor updates.
- Assist with communications related to the school's capital campaign.
- Lead creation of the annual alumni/donor outreach publication, the Hoot.

### **Desired Professional and Personal Qualities**

- An understanding of the mission, values and culture of Hudson Montessori School, and knowledge of Montessori philosophy. Alternatively, the candidate must demonstrate how their personal values and beliefs align with our school's purpose and convey a strong desire to learn about the school in an authentic way.
- A positive attitude which shows colleagues, families and children that you believe in the philosophy of the program and are proud of the work you do.
- A warm, collaborative communication style with strong writing, editing, and storytelling skills.
- Experience managing and creating content on social media platforms.
- The ability to show self-direction and adaptability in managing multiple projects and deadlines.

### **Work Environment**

Hudson Montessori School prides itself in providing a supportive community for dedicated faculty and staff.

- Our classrooms are warm and inviting spaces, equipped with a full array of quality Montessori materials. The school invests heavily in maintaining a modern campus to serve the diverse needs of the community.
- Hudson Montessori School supports ongoing professional development and provides all staff members with a self-directed budget to pursue these opportunities.
- We foster a positive, collaborative work environment, rich with structured and informal opportunities to interact with colleagues, parents, and alumni.

### **Compensation and Benefits**

Hudson Montessori School offers a competitive salary and a generous benefits package including medical, life, and long-term disability insurance; participation in a 403(b) retirement plan, including employer match; and an employee-directed professional development budget.

This position is scheduled for 40 hours per week year-round, with the possibility of adjusted hours mid-June through early August.

Hudson Montessori School is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Interested in joining our community? Please send a resume and cover letter outlining your qualifications to Michelle Lazor, Director of Advancement, at [advancement@hudsonmontessori.org](mailto:advancement@hudsonmontessori.org).