

43 vehicles towed, 516 tickets issued during New Bedford parking ban

According to the New Bedford Police Department, 40 vehicles and 3 ATV's were towed and 516 tickets were issued as of midnight during the **parking ban that started on Thursday morning**. At \$50 per offense, that's over \$25,000 in tickets issued.

During the storm that in early January, 117 vehicles were towed over the storm weekend. Over 500 tickets were issued. At \$50 per ticket, that is \$25,000 that will be raised soon.

The citywide snow emergency parking ban will be lifted as of 12 Noon today, Friday, February 10, 2017.

New Bedford Snow Emergency Parking Ban Effective 6AM Thursday

HELP WANTED: Community Foundation of Southeastern Massachusetts Is Hiring For A Director of Development Position

The Community Foundation of Southeastern Massachusetts,

founded in 1995, strives to mobilize philanthropy by matching donors and resources with community needs for the benefit of our region. The Community Foundation serves thousands of people who share a common concern – improving the quality of life in Southeastern Massachusetts.

Since its founding, the Community Foundation has distributed more than \$23 million from 225 funds to a wide range of humanitarian, educational and cultural organizations in the region. As it enters its third decade the Community Foundation is going through a change in leadership and is seeking to build a staff to meet today's challenges while building a foundation for the future.

The Director of Development is a new position at the Community Foundation. The Director will provide overall management and direction for the Foundation's annual fundraising, marketing and communication efforts, as well as being the primary liaison to current and potential donors, businesses and private foundation funders. The Director will be responsible for raising a minimum of \$300,000 in operating dollars annually. The Director will also work closely with the President to attract and secure new funds with a focus on increasing the discretionary assets of the Foundation.

This full-time, exempt position is based in New Bedford, reports to the President and oversees the one part-time communications position.

The Director will be a member of the Leadership Team and along with the President will work closely with the Chair of the Development Committee, the Board Chair and the Board of Trustees. The Director will also have oversight of a part-time Communications Director.

A successful Director of Development at the Foundation will bring a strong passion for and understanding of the work of philanthropy, a love of Southeastern Massachusetts, a drive to

elevate the current work of the Foundation, a deep commitment to teamwork and personal initiative, and a great sense of humor.

Specific responsibilities include:

- Build relationships with high-net worth individuals and directly solicit gifts for the operations and programs of the Foundation.
- Create and execute, with support from the President, a plan for engaging professional advisors and other resources in order to create pipeline of potential new funds, including donor advised funds, bequests, scholarships, field of interest funds and discretionary funds.
- Supervise the Communications Director and oversee all aspects of the Foundation's communications and marketing effort, including developing messaging to targeted audiences, collateral material development and sponsorship materials.
- Oversee the creation of a website that is an effective means for engaging the community, donors, fund advisors, and grant-seekers.
- Oversee all aspects the Annual Fund.
- Build a case for corporate support, develop relationships and solicit direct support.
- Write grants to select private foundations for sponsorships, project support and operating support. Conduct research on potential foundation funders and cultivate relationships with private foundations.
- Be responsible for the overall management of the annual Summer's Last Blast fundraising event, including sponsorships from individuals, businesses and corporations.
- Build long-term and lasting relationships with donors through the cultivation cycle of stewardship with

special emphasis on building a donor recognition program.

- Be the staff support to the Board of Trustees Development Committee.
- Effectively use the foundations information management system (FIMS). Supervise staff in updating the systems on a regular basis. Provide reports to the President and Board as needed.

Minimum Requirements:

Education and Experience:

- Minimum 5 years' experience in fundraising/high-end customer service
- Minimum 3 years' management experience
- Foundation experience preferred
- Bachelor's degree preferred and/or relevant professional training

Skills/Qualifications:

- High level of comfort with diverse audiences
- Excellent Microsoft word, Excel, Power Point and Outlook skills
- Highly organized with ability to multi- task
- Excellent writing and public speaking skills
- Clear and effective communicator
- Team player
- Confidentiality
- A sense of humor

Other:

- Flexibility to work nights and weekends.
- Other duties as assigned.

Working Conditions:

- Normal office conditions.

Please Note: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Application Process:

Please email your cover letter, including salary requirement, and resume to jvasconcellos@cfsema.org. We are only considering applications that submitted through email. Please name your documents as follows: LAST NAME – RESUME and LAST NAME – COVER LETTER.

Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

The Community Foundation of Southeastern Massachusetts is committed to the principles of equal employment opportunity and to compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, nation origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.

The Community Foundation of Southeastern Massachusetts is an Equal Opportunity Employer.

HELP WANTED: Child & Family Services Seeking To Fill Multiple Positions

Emergency Services Clinicians

NEW BEDFORD-We are looking for full-time, part-time or per diem employees for our Emergency Service Program. Emergency Services is an exciting and challenging program. These are great positions for recent graduates looking to hone their skills or the seasoned veteran looking for a challenge.

Available shifts: 1st Shift, 2nd Shift and Overnight positions

Job Code: ESCNB1

Qualifications

- Masters degree in social work, psychology or related field
- Experience with computers, specifically electronic health records systems
- Ability to work a flexible schedule including weekends

Responsibilities

The following responsibilities are not meant to be all inclusive and may be adjusted to meet the agency's needs.

- Complete intake data form by telephone or in person either on site or at outreach locations
- Confirm health care coverage
- Conduct comprehensive mental health status exam utilizing an admissions/screening instrument which includes providing a diagnosis in accordance with the DSM IV and DSM V
- Telephone screening and consultations

- Understanding of different treatment modalities that can be applied to stabilize clients in their home and prevent hospitalization
- Consult with clinic director/administrator on call and or consulting psychiatrist prior to disposition plan to include outpatient services, hospitalization or hospital diversion
- Participate in regularly scheduled clinical supervision, staff meetings, staff development and training curriculum

View Available Benefits

If you are interested in applying for this position online, you can do so [here](#)

Clinician – In-Home Therapy

FALL RIVER, MA—Child & Family Services is looking for a full-time, 40 hour per week, In-home therapy clinician. In-Home Therapy is a structured, consistent, strengths-based therapeutic relationship between a licensed clinician and the youth and family for the purpose of meeting the youth's behavioral health needs, including improving the family's ability to provide effective support for the youth to promote his/her healthy functioning within the family. Interventions are designed to enhance the family's capacity to improve the youth's functioning in the home and community and may prevent the need for the youth's admission to an inpatient hospital, residential treatment facility or other treatment setting.

JOB CODE: FRIHT01

Qualifications:

- Masters Degree in psychology, social work or a related

- field from an accredited educational institution
- Experience in adolescent/family and intensive home-based family interventions
 - Able to provide clinical care and support toward effort to prevent hospitalization and maintain youth safely in community
 - A valid drivers license and reliable transportation
 - Ability to work some evenings and a weekend day preferred

Responsibilities:

The following responsibilities are not meant to be all inclusive and may be adjusted to meet the agency's needs.

- Provide direct diagnostic, crisis intervention and treatment services including behavioral strategies within a therapeutic relationship to assist persons to achieve stabilization with the family
- Utilize diagnostic skills involving practical knowledge of the DSM-IV and DSM V and family assessment tools
- Aggression outreach, tracking and follow-up
- Maintain production expectations and record keeping requirements
- Behavioral management training
- Provide diagnostic and treatment consultation to other agency programs and community agencies
- Provide family therapy
- Participate in appropriate clinical and administrative staff meetings
- Participate in independent education and training opportunities
- Training assistance in decision-making, vocational guidance, skill building, problem solving, and support in both crisis and non-crisis situations

View Available Benefits

If you are interested in applying for this position online,

you can do so here

Clinician – School-based

NEW BEDFORD, MA—We are looking for a school-based clinician for our busy Pleasant St. Clinic. We have the option of a full-time position with quarterly incentives based on production, or a full-time fee-for-service position.

JOB CODE: NBCL1

Qualifications:

- Masters level degree in counseling, psychology, social work or a related field from an accredited educational institution
- Must be licensed
- Experience with computers, specifically Electronic Health Records systems

Responsibilities:

The following responsibilities are not meant to be all inclusive and may be adjusted to meet the agency's needs.

- Conduct five to six individual sessions per day at the school covering topics such as developing social skills, anger management, peer-to-peer relations, and others as the need and/or interest arises from the school
- Assess, diagnose, and provide therapeutic treatment following an individualized treatment plan
- Provide family therapy and make collateral contacts on a regular basis
- Attend School Based Monthly Meeting
- Represent the agency in a positive manner and network well with the school personnel
- Provide ongoing therapeutic services for students

- Provide direct diagnostic, crisis intervention and treatment services using bio-psychosocial methods within a therapeutic relationship to assist person(s) to achieve a higher level of functioning
- Utilize diagnostic skills involving practical knowledge of the DSM IV and DSM V
- Participate in multi-disciplinary team as needed
- Participate in appropriate clinical and administrative staff meetings
- Participate in weekly/bi-weekly supervision with supervisor

View Available Benefits

If you are interested in applying for this position online, you can do so [here](#)

HELP WANTED: Child & Family Service Is Hiring For A Mobile Crisis Clinician Position

Child & Family Services is looking for a Masters Level, 40 hr per week, Mobile Crisis Intervention Specialist (MCIS) for our New Bedford Emergency Services. The MCIS will use their knowledge of and experience with utilizing CBHI services and the Wraparound process to provide clinical care and support to youth and their families and to prevent hospitalization and stabilize youth in the community. **\$1000 dollar sign on bonus**

JOB CODE: MCINB2

Qualifications

- Master's degree in social work, psychology, or related field
- Must be professionally licensed or license eligible in the state of Massachusetts
- Experience with computers, specifically Electronic Health Records systems
- Ability to work a flexible schedule, including nights and weekends
- At least one year experience working with youth and their families in a clinical role
- Possess a valid driver's license and reliable transportation

Responsibilities

The following responsibilities are not meant to be all inclusive and may be adjusted to meet the agency's needs.

- Provide brief solution focused interventions and reassess current level of need with youth waiting for higher level of care treatment
- Post crisis evaluation over the course of a six day intervention period for youth deemed appropriate to return to the community
- Provide brief solution focused interventions
- Work collaboratively with family partners to provide resources/referrals, support, and psychoeducation to families
- Attend community based meetings in conjunction with youth, their families, and providers to assist with advocacy and addressing safety concerns
- Complete collateral contacts with a youth's providers
- For youth not involved with ICC, provide a bridge service of care coordination while a referral is being made

- Assist with safety planning over the course of the six day intervention period and outside the evaluation/intervention period

View Available Benefits

If you are interested in the position and want to apply online, you can do so [here](#).

Child Rape Fugitive Wanted In New Bedford Captured In South Carolina

Federal agents and Massachusetts State Troopers assigned to the FBI-Boston Division's Bank Robbery/Violent Crimes Task Force recently developed information indicating that a former New Bedford man wanted for child rape was living in South Carolina.

Working with the South Carolina Law Enforcement Division, the Violent Crimes Task Force determined that JOHN RODRIGUEZ, 56, was living with a family member in the city of Anderson. South Carolina officers conducted surveillance of multiple addresses throughout the past weekend and into Monday. On Monday morning, officers observed a man matching RODRIGUEZ's description leave a residence and walk to a neighbor's house. The South Carolina officers approached him, confirmed he was RODRIGUEZ, and placed him under arrest without incident as a fugitive from justice.

RODRIGUEZ is the subject of a 2002 New Bedford District Court warrant charging him with rape of a child with force, indecent

assault on a child under age 14, and assault with intent to rape a child. The alleged rape and indecent assault occurred in August 2000.

RODRIGUEZ was transported to the Anderson County Detention Center, where he was booked as a fugitive from justice. A fingerprint query provided additional confirmation of the man's identity as RODRIGUEZ.

Members of the Boston-division Violent Crimes Task Force notified the Bristol County District Attorney, the State Police Detective Unit for Bristol County, and the New Bedford Police Department of RODRIGUEZ's capture. The district attorney's office will arrange the suspect's extradition to Massachusetts to face prosecution on the charges in the warrant.

HELP WANTED: Southern Light Solar is hiring for a sales consultant position

Southern Light Solar Sales Consultant

Pay: *Compensation is \$35k salary plus commission. We expect average compensation to be \$60-\$70k.*

Job Description

Southern Light Solar's Sales Consultant has the opportunity to work with homeowners and discuss the benefits of solar energy. Our Sales Consultant will spend much of their time visiting with prospective customers at their homes. He/she is the primary external representatives of SLS. This position

requires drive, self-motivation, the desire to help customers, confidence (without arrogance), and a high degree of professionalism.

The Solar Sales Consultant:

- Participates in full life cycle sales and lead generation
- Conducts analysis of customer's current and projected electrical usage and financial ROI
- Generates project proposals and quotes for customers
- Closes contracts at client homes
- Logs all communications with customers in CRM contact database

Job Requirements

- Required: 3+ years of a successful track record of sales experience
- Experience self-generating customer leads, exceptional follow up skills
A track record of achievement as evidenced by sales awards, beating quota, building a new book of business, growing a market, etc.
- Must be highly proficient with computer skills
- Microsoft Office and basic Excel a must
- CRM experience a plus
- Motivated by career advancement, high income potential, and making a difference
- High integrity, able to put customers at ease
- Must be flexible working weekend and evening hours
- Four-year college degree highly preferred, but not required
- Over-achiever, track record of winning at whatever you put your mind to
- Excellent customer service skills required
- Excellent written and verbal communication skills required

- Valid state driver's license, clean DMV driving record, and ability to pass pre-employment background and drug screen
- Reliable transportation

To apply email resume to jobs@southernlightsolar.com

Massachusetts 'Most Wanted' robs bank and then captured in Somerville

UPDATE: James Morales was arrested by a uniformed MA State Police officer in Somerville. The Trooper spotted Morales in area of Route 28 in Mystic Avenue. Morales ran, and the Trooper pursued on foot for about two blocks. Morales tried to jump a fence in Foss Park neighborhood, but was apprehended.

Federal, state and local police agencies are seeking the public's assistance to identify the individual who attempted to rob the Bank of America, located at 772 Massachusetts Ave., Cambridge, Massachusetts earlier this morning.

The attempted bank robbery suspect resembles escaped fugitive JAMES MORALES, but law enforcement officials have not definitively confirmed it was him yet. The intensive investigation into this morning's attempted robbery and MORALES escape is ongoing.

This morning's suspect is described as a black male, approximately 5'10", with a mustache. He was wearing a black jacket with a grey sweatshirt, black knit cap, a scarf, and black sneakers.

MORALES fled the Wyatt Detention Center last weekend.

Surveillance photos from this morning's attempted robbery are included in this post, as is the Massachusetts State Police Wanted Poster for MORALES.

Anyone with information about the identity of this individual should call 1-800-KAPTURE (1-800-527-8873).

The South Coast Hot Jobs List – 5 January, 2017

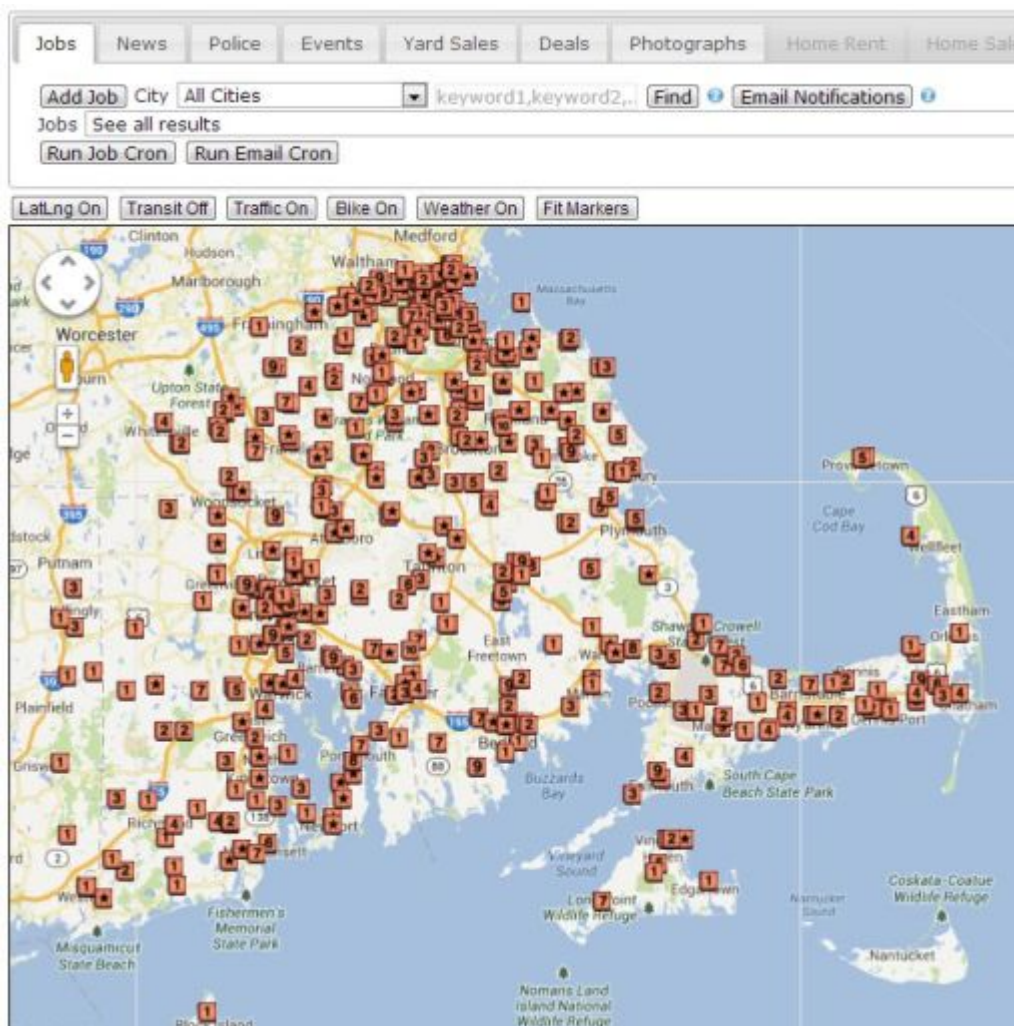


by
Michael
Silvia

The Greater New Bedford unemployment rate is much higher than the rest of Massachusetts, but believe it or not there really are a lot of available for qualified applicants. Sometimes the barrier to a new job can be the lack of information on available job openings.

To solve this, each week New Bedford Guide will pull jobs from our **jobs database** to inform job seekers about the hottest jobs in the area.

We will define “Hot Jobs” as those jobs that need to be filled by the employer immediately. For those looking to search some large job databases, checkout my **Best Job Search Resources for New Bedford Residents** article.



Here are the Hot Jobs in the New Bedford area from the **NewBedfordGuide.com jobs database**, as of January 5, 2017.

01. Pizza Delivery Driver – Domino's Pizza (New Bedford)

Enthusiasm, acceptable basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced environment, must have reliable vehicle, valid driver's license for 1 year or longer, with good driving history, must be 21-years-old or more, bilingual is a plus. For full job details and application process [here](#).

02. Domino's Team Member – Domino's Pizza (New Bedford)

Entry-level to experienced, flexible hours, positive team atmosphere! Performance-based pay raises, move up at your pace. Enthusiasm, strong basic math and spelling skills, commitment to teamwork, desire to work in a fast-paced

environment, bilingual or multilingual a plus. Full details and application process: [here](#).

03. Receptionist – Ahead, LLC (New Bedford)

The Receptionist is responsible for answering the company phones, greeting and assisting all visitors coming to Ahead. The Receptionist is also responsible for other miscellaneous duties including assisting various departments with projects and reports. For full job details and application process: [here](#).

04. Cash Case Worker – DTA (New Bedford)

Our ideal candidate will provide exceptional customer service to all DTA clients as well as demonstrate knowledge of Transitional Aid to Families with Dependent Children (TAFDC) and Emergency Aid to Elderly, Disabled, and Children (EAEDC) programs and employment services. Our ideal candidate will be responsible for completing eligibility determination related activities, and helping clients access other services that could stabilize or improve the clients' situation. On a daily basis, the ideal candidate will execute case management and case maintenance activities regarding cash assistance. For full job details and application process [here](#).

05. Bookkeeper – New Bedford Public Schools (New Bedford)

New Bedford Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Full details and application process [here](#).

06. Wireless Sales Associate – T-Mobile (New Bedford)

Wireless Store is the Largest T-Mobile Branded Partner in the Northeast with astonishing growth coming in 2017. We are looking for highly motivated people to join our team. If you want to earn unlimited commissions while working in a fun, fast paced environment, we are the place! T-Mobile is the fastest growing carrier in the country and you will be proud to say you work here. For full job details and application process [here](#).

07. Office Assistant – Minuteman Harley-Davidson (North Dartmouth)

This position is to support the office manager. We are looking for a team player who will assume responsibility for the duties assigned to them and be willing to jump in and help out when asked. We need someone who learns quickly and requires minimal supervision. This is a Full Time position – approximately 38.5 hours per week. Full job description can be found: [here](#).

08. Collections Representative – State Cap Auto Finance, Inc (North Dartmouth)

State Cap Auto Finance, Inc. is seeking a high performing individual to join our Office Team. Work with a cohesive, driven and high energy team. Maintains good customer service with existing customers and perform administrative tasks efficiently and effectively. Solves problems in an effort to resolve customer account concerns, delinquency, and prevent losses. The Collections Representative provides collections on designated delinquent accounts, while adhering to company policies and procedures. Demonstrates good customer service skills while initiating outbound calls and receiving inbound calls from customers. For full job details and application process [here](#).

09. Cashier/Customer Service – Cardoza Wine & Spirits (Fairhaven)

12-15 hours/week, Looking for a Part-time Cashier for a busy Beer, Wine & Spirits store in Fairhaven, MA. Previous

experience in retail /liquor-beer-wine/lottery/cash register store is REQUIRED, 21+ years of age is required. Night and weekend availability is required. Scheduled shifts are typically 6-7 hours. For full job details and application process [here](#).

10. Delivery Driver / Service – Support Medical Systems (Fall River)

Medical equipment company looking to hire motivated and dedicated individuals as delivery driver / service people. Qualified candidates must have a valid driver license and be able to safely lift 50 pounds. You will be trained on how to skillfully and carefully deliver and set-up a multitude of medical equipment. Please send resumes to the email address listed below. For full job details and application process: [here](#).

Need a resume or cover letter? Quality, professional product, quick turnaround, and proven success helping clients secure interviews. Let a professional writer help. Contact Ashley Bendiksen Professional Writing Services at www.ashleybendiksen.com or email her at ashleybendiksen@gmail.com.

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

The South Coast Hot Jobs List – 29 December, 2016

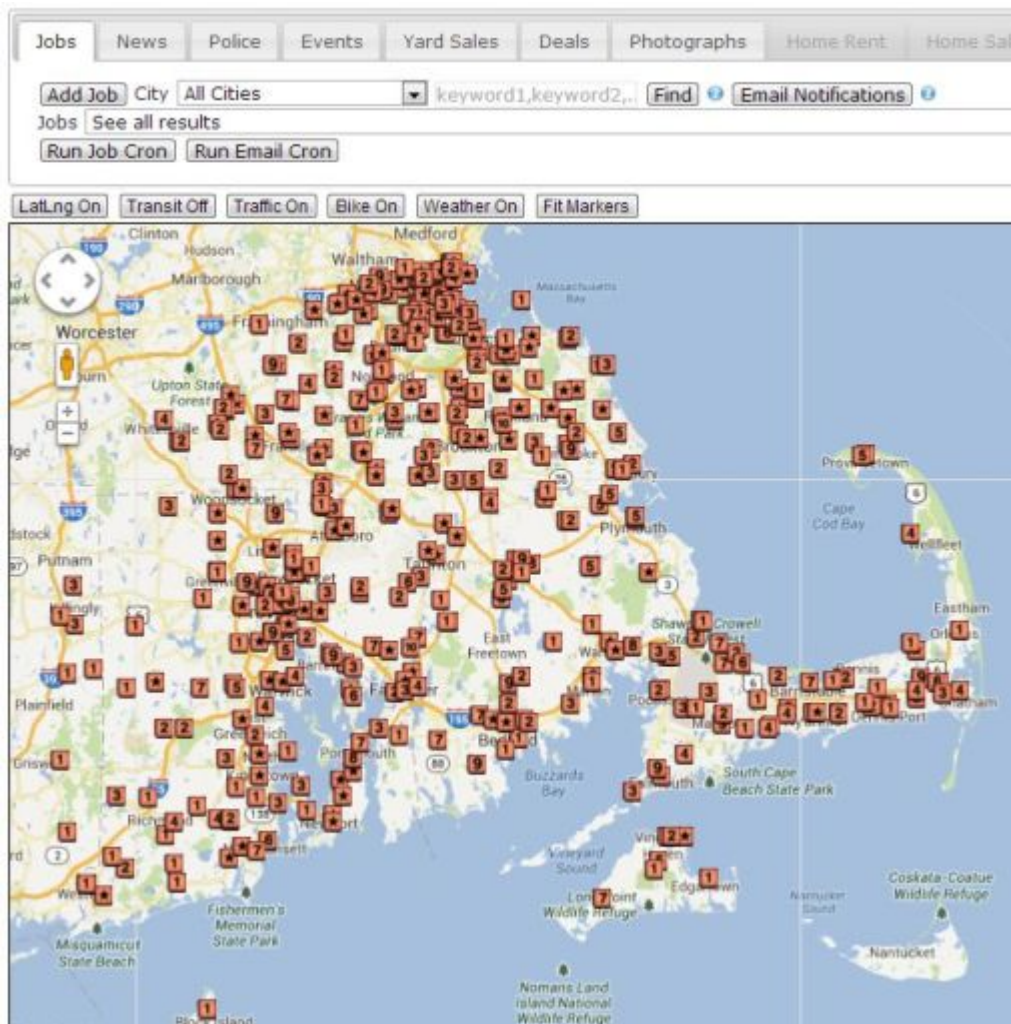


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and application process: [here](#).

03. Security Officer – SSC, Inc. New Bedford (New Bedford)

TSSC is a privately owned, fully integrated provider of uniformed security, investigative, and consulting services. We provide the highest levels of asset protection to hundreds of customers and maintain a strong force of professionally trained security officers. Our consistent growth and success have been accomplished organically. For full job details and application process: [here](#).

04. Student Recruitment Coordinator – City on a Hill (New Bedford)

The Student Recruitment Coordinator will be responsible for student recruitment and enrollment, and for supporting school level family and community engagement plans and activities. This individual will be responsible for thinking creatively about new and effective ways to connect with families and the larger community, rather than simply implementing established procedures. Due to the nature of the position, frequent evening and weekend work is required, but is limited to a 40-hour work week. For full job details and application process [here](#).

05. Valet Parking Attendants – Valet Connection (New Bedford)

Drive, park and retrieve Customer cars in a safe and courteous manner, also assisting Customers in and out of their vehicles. Valet drivers play a crucial role in making sure all customers are given a professional, courteous and timely valet service at local hotels, restaurants and private events. Full details and application process [here](#).

06. Administrative Assistant – Little People's College (Fairhaven)

Performs a wide range of administrative and office support activities for the supervisor to facilitate the efficient operation of the organization. Seeking a person with a positive attitude who is professional, maintains confidentiality. Is

highly organized with attention to detail, honest, reliable, highly motivated and efficient. For full job details and application process [here](#).

07. Receiver/Stocker – Lowe's (North Dartmouth)

Responsible for distributing and stocking merchandise throughout the store including caring for store equipment and cleaning hazardous materials spills. Also responsible for providing excellent customer service by greeting customers and assisting customers in locating, selecting, demonstrating, and loading of merchandise. Full job description can be found: [here](#).

08. Test Administrator – Pearson VUE (North Dartmouth)

Pearson VUE is the global leader in computer-based testing for information technology, academic, government and professional testing programs around the world. Pearson VUE provides a full suite of services from test development to data management, and delivers exams through the world's most comprehensive and secure network of test centers in more than 180 countries, where we validate the skills and knowledge of millions of individuals every year. Pearson VUE offers a great environment to start or grow your career, we are now hiring for a Temporary part time test administrator to join our team based in N. Dartmouth, MA. For full job details and application process [here](#).

09. Clerk/Cashier – CVS Health (South Dartmouth)

To ensure customer satisfaction by handling each customer with the eye's, hi's and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority. Operate a cash register including cash transactions, checks, charges, Follow company policies and procedures regarding cash register performance, Request additional help when needed to increase customer satisfaction, Greet each customer using the eye's, hi's and help at all times and assist customers with their questions, problems and complaints, Price merchandise utilizing price guns. For full

job details and application process [here](#).

10. Data Entry / Invoicing Clerk Nightshift – Fall River Florist Supply (Fall River)

Must be very dependable and capable of getting to work during all types of weather, Scan and keypunch customer order pick tickets. Print loading tickets and invoices. Separate, sort and file, Must be proficient in the use of computers, Excellent keyboard and data entry skills, Capable of working in a high volume fast paced environment, High School diploma required. For full job details and application process: [here](#).

Need a resume or cover letter? Quality, professional product, quick turnaround, and proven success helping clients secure interviews. Let a professional writer help. Contact Ashley Bendiksen Professional Writing Services at www.ashleybendiksen.com or email her at ashleybendiksen@gmail.com.

Be sure to also check out our Job Portal to find jobs by location on a map: newbedfordguide.com/map-page#pm_jobs_tab. Want to get e-mail notifications for new jobs? Checkout our [e-mail subscription service](#).

HELP WANTED: City On A Hill seeking to fill a Student

Recruitment Position

Coordinator

Position Title: Student Recruitment Coordinator

Reports to: Manager of Enrollment & Community Outreach

Position Description:

The Student Recruitment Coordinator will be responsible for student recruitment and enrollment, and for supporting school level family and community engagement plans and activities. This individual will be responsible for thinking creatively about new and effective ways to connect with families and the larger community, rather than simply implementing established procedures. Due to the nature of the position, frequent evening and weekend work is required, but is limited to a 40-hour work week.

Key Responsibilities:

Student Admissions (85%):

Student Recruitment in New Bedford

- Implement all strategies outlined in the Department of Elementary and Secondary Education (DESE) approved Recruitment Plan
- Coordinate the recruitment of incoming 9 graders for City on a Hill in New Bedford meeting annual enrollment targets
- Represent CoaH at community events throughout the city and across cultural subgroups
- Maintain existing relationships with community organizations and seek out new pathways for connection
- Plan, facilitate, and attend all new/prospective student tours, shadow days, open houses, admission sessions, welcome dinners, and all other recruitment/enrollment events

- Manage student applicant database
- Manage Student Ambassador program
- Create materials for City on a Hill New Bedford's Facebook page

Manage the distribution of print materials including mass mailings

Student Enrollment in New Bedford

- Ensure compliance with all state requirements as outlined in the Department of Elementary and Secondary Education approved Enrollment Plan
- Make written and verbal offers to students and maintain wait-list
- Communicate and meet with prospective students and their families in order to acquire and track necessary application-related documents and information from families and/or sending schools
- Manage student enrollment database

Family Engagement (15%):

- In conjunction with school principal, plan and implement monthly family engagement events (i.e. potluck dinners, game nights, family nights)
- Attend monthly Family Council meetings
- Engage parents/ guardians in the recruitment process (i.e. recruit & manage parent volunteers for family events & speaking engagements, referral requests)
- Engage parent/ guardians of new students in Family Council and all other family engagement events

Skills and Qualifications

- Bilingual English/Spanish preferred;
- Ability to work evenings and weekends required;
- New Bedford resident preferred;
- Understanding of and commitment to the mission, goals,

educational philosophy and activities of City on a Hill Charter Public School, as described in the school's charter;

- Excellent project management skills with the ability to self-direct and prioritize among competing goals, exhibit flexibility, drive results, and meet deadlines;
- Takes initiative, self-starter with strong leadership skills and keen eye for detail
- Excellent interpersonal and communication skills, with the ability to excite and engage a diverse group of parents, students and community stakeholders;
- Ability to develop and organize events and strong facilitation skills
- Ability to organize and support students & volunteers;
- Bachelor's degree strongly preferred.

City On A Hill New Bedford

384 Acushnet Avenue, New Bedford, MA 02740

Office Hours: M-Th 8 AM – 5 PM, F- 8 AM – 3 PM

Phone: 508-985-6400

Fax: 508-985-6422

About City on a Hill New Bedford

City on a Hill began with a single high school in Boston, opening its doors in 1995. As the waiting list for the school grew to approximately nine applicants for every available seat, City on a Hill felt a responsibility to provide an opportunity for more students in Boston and beyond to Massachusetts' high-need Gateway Cities. City on a Hill Charter Public Schools is now a network of three 280-student college preparatory high schools in the cities of Boston and New Bedford. The schools are tuition free and open to all students living in Massachusetts.