



# Math, Engineering, and Science Academy (MESA) Charter High School

231 Palmetto Street  
Brooklyn, NY 11221

(p) (718) 282-7426

(f) (718) 919-1479

[www.mesacharter.org](http://www.mesacharter.org)

## Culture and External Affairs Manager

**Math, Engineering, and Science Academy (MESA) Charter High School** is a community high school in Bushwick, Brooklyn. We opened our doors on August 19, 2013, and we now have 465 students in grades 9-12. We graduated our first class of seniors in June 2017 and our cumulative graduation rate is 95%. Our students come from more than forty different middle schools, including public, parochial, and charter schools. Some are advanced students coming from magnet schools; others are beginning English Language Learners. What they all have in common is a desire to succeed. MESA students come to school every day, ready to work—we have a 93% attendance rate and a 93% punctuality rate, both significantly higher than other high schools in our district! When it comes to regents pass rates, MESA outperforms its peers by a rate of 20-30%!

### Specific Responsibilities

The Culture and External Affairs Manager (CEAM) is a member of the Culture and External Affairs Team. The CEAM reports directly to the Director of Culture and External Affairs (DCEA) and supports all culture and external affairs related initiatives at MESA.

#### *Student Culture*

- Oversee and manage the student organization, Student Culture Committee (SCC), to conceive, organize and produce school-wide events such as assemblies, school dances, and Spirit Week.
- Supervise and develop the Culture and External Affairs Intern
- Plan and execute team-building and incentives field trips for students, including the trimester and end-of-year rewards trips.
- Administer Student of the Month selection and recognition.
- Assist staff and students with the production of publicity materials for all MESA cultural events.
- Maintain the content of school TV monitors and all school-culture related bulletin boards.

#### *Staff Culture*

- Send daily staff announcements and distribute monthly staff calendar.
- Administer Staff of the Month selection and recognition.



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- Work closely with the DCEA and Operations team to execute all staff social events and Staff Appreciation Week activities.

## *External Affairs*

- Develop and maintain all communications collateral, including website, social media and monthly newsletter.
- Maintain and update MESA photo database and post pictures to MESA website, Twitter account, and Facebook account.
- Coordinate logistics and create all written and web-based materials for MESA networking and fundraising events, including invitations, advertisements and event signage.
- Manage donor base and donor acknowledgement letters.
- Support student recruitment efforts by coordinating annual open house events and attending student recruitment fairs and presentations.
- Support staff recruitment efforts by posting jobs and attending staff recruitment events.
- Assist DCEA with student placement in summer internships, study travel and other out-of-school-time programs.
- Assist DCEA with all external-facing events, including Vision Night, Career Day and Commencement.

## *Other Duties*

- Other duties as assigned by DCEA, Principal, and Executive Director

## **Qualifications**

- Bachelor's Degree or Higher.
- Ability to manage multiple, complex projects on tight deadlines with high degree of competence. Sense of urgency is a must. Ability to represent MESA's mission to multiple stakeholders, including students, staff and families.
- Familiarity and comfort with Microsoft Office Suite, Google Systems, Adobe InDesign, Illustrator and After Effects.
- Extremely strong written and verbal communication skills.
- Belief in and alignment with MESA's core beliefs and educational philosophy;
- A passion for working with students and previous experience working with high-needs student population.



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- Spanish-speaker a plus.

*To apply:* Please email your resume and a cover letter explaining **specifically why you are interested in MESA** to Arthur Samuels, Executive Director, at [info@mesacharter.org](mailto:info@mesacharter.org) with the subject heading "Culture and External Affairs Manager" BY EMAIL ONLY. Due to the nature of the position and the volume of applications received, MESA will not be able to reply to all submissions. MESA will contact candidates with next steps.