

Communication Coordinator

The Three Cedars Waldorf School is seeking a dynamic Communication Coordinator. This part-time hourly position begins August 2014. The Communication Coordinator reports to the Executive Director with whom s/he works in close collaboration. The Communication Coordinator is responsible for school-wide and class-specific emails, the bi-weekly newsletter and the bi-weekly calendar update.

- **Qualifications:** Impeccable written communication, proficiency with outlook and data entry, responsive and cordial. If preferred, this position can be held as a telecommuter.
- **Compensation:** This position is part-time hourly – 10 hours per 45 weeks). \$20/hour

Ideal candidates show an interest in Waldorf Education, and a desire to contribute to an established school with strong leadership and faculty participation.

Founded in 1995, Three Cedars Waldorf School's wooded 5 acres campus is located in Bellevue WA, the 'eastside' of Seattle, which offers a wide variety of outdoor and wilderness recreational opportunities, in addition to a full array of civic and cultural events. Our school currently offers a K-8 program. A high school program is available at the Seattle Waldorf School in Seattle. Three Cedars Waldorf School operates within an innovative and effective governance and organizational structure which honors teachers' commitment to Anthroposophy and focus on the students' well-being, while being committed to sustainable growth and success as a dynamic learning institution.

To apply, please send to Geraldine Kline, Executive Director, Email – gkline@threecedarswaldorf.org

1. TCWS Application for Employment (this form is available via this link: <http://threecedarswaldorf.org/about-us-employment/>)
2. Your resume
3. Names of three personal references