

Senior Profiles Coordinator:

The Senior Profiles Coordinator is responsible for working with members of the Bradford Staff, Performing Arts Director, faculty and students to identify senior profile recipients and ensure that profiles get written and submitted to the Wellesley Townsman newspaper.

Key Responsibilities include: cultivating a positive working relationship with faculty adviser to the Bradford, developing relationships with staff writers, establishing deadlines, communicating with seniors families, editing, formatting and submitting to the Townsman all Senior Profile articles and planning an end of year luncheon as thanks for the Bradford staff.

This role is ideal for the writer or editor.