



Search Coordinator

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The Opportunity

Southern Teachers is the premier placement agency for private/independent schools in the South. Southern Teachers has helped hundreds of schools hire thousands of educators and administrators for over a century. In administrative searches, we work with search committees to discern the school's needs, build a deep and talented candidate pool, and assess those candidates to help the committee find the best fit for the position. We are now seeking to add another Search Coordinator to our team.

Southern Teachers helps independent schools in the South hire talented teachers and leaders so that our member schools may offer the best possible education to their students.

The Search Coordinator's primary role is to keep all administrative searches organized and progressing in a timely fashion. He or she will thus possess a keen ability to multitask, delegate tasks, and manage several projects with many moving parts. On a day-to-day basis, the Search Coordinator attends and takes notes at weekly digital meetings with search committees, records interviews, advertises open positions, writes and designs job announcements and position profiles, and sends search proposals and contracts.

The Search Coordinator will work closely with Southern Teachers' search consultants and schools' search committees. These partnerships require effective and prompt communication, clear expectations, affability, and flexibility. Moreover, due to the high volume of time-sensitive tasks, the Search Coordinator must be intelligent, diligent, thorough, and detail-oriented. Experience working in education, particularly with independent schools, is a plus.

If you enjoy being part of a close-knit team and are highly motivated by helping educators, this position offers an excellent opportunity to join a traditional yet contemporary, successful, and growing company.

Our office is in beautiful Charlottesville, across the street from the University of Virginia. Telecommuting/remote work is not an option.

Founded in 1902, Southern Teachers is the oldest teacher placement agency in America, and the only agency dedicated to working with schools in the South.

To Apply

Please send your resume and cover letter as email attachments to Goodman@SouthernTeachers.com.

SouthernTeachers.com/Careers

