



**GERMAN
INTERNATIONAL
SCHOOL | Boston**

German International School Boston is a bilingual independent school serving students aged 2.9 to grade 12. Learning at GISB is a multilingual, multicultural experience; graduates earn both a U.S. high school diploma and a German international Abitur. In addition to its international focus, GISB's urban location, commitment to affordability, and highly-involved family community make it a special place to learn and grow. GISB is an equal opportunity employer, providing generous benefits and a collegial, international work environment to a dedicated faculty and staff. For more information please visit www.gisbos.org.

Recorder/Scribe for the Board of Trustees, part-time

German International School Boston seeks an independent contractor to record minutes during the Board's monthly meetings. The candidate should be organized, diligent and maintain confidentiality with respect and sensitivity.

YOUR TASKS AND RESPONSIBILITIES

- Attend monthly meetings with the Board of Trustees to transcribe meeting minutes.
- Complete necessary preparation for Board meetings and post-meeting support to members, as necessary.
- Approximately 6-7 hours per month, including attendance of a monthly Board meeting (approximately 3 hours).

WHO YOU ARE

The successful candidate is responsible, organized and demonstrates a desire for working in a professional, international environment.

Start Date: ASAP

Hourly Rate: \$25-\$30

Contact: Please send a resume and cover letter to Tina Haarbush, Head of Administration at tina.haarbusch@gisbos.org.

GISB is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis including, but not limited to: race; color; religion; national origin; genetic information; ancestry; sex; pregnancy, childbirth, or related medical conditions; marital status; sexual orientation; gender identity; age; physical or mental disability; citizenship status; veteran status; military service; application for military service; or any other protected class under federal, state, or local law. The School will make reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.