



CALHOUN CHRISTIAN SCHOOL

Academic excellence, upholding God's truth, challenging children to serve.

Admissions and Marketing Coordinator

Description

Schoolwide Responsibilities

- Christ-centered believer embracing a biblical lifestyle
- Exemplify the highest Christian virtue in serving as a Christian role model at Calhoun Christian School.
- Commit to the "Matthew 18:15-17 Principle" and practice confidentiality in all matters
- Maintain the highest possible standards.

Admissions

- Identify and develop potential prospects and recruiting sources, initiate first contacts, and track prospects in a "pipeline" style of reporting.
- Schedule and execute giving tours of the school to inquiring families outlining the missions, vision, and able to ask questions in an impromptu presentation style.
- Provide systematic communication, follow-up and reporting of all prospective students throughout the pipeline process.
- Maintain communication with prospective families through to acceptance and orientation.
- Work with the Administrators, high school counselor, and the educational support team to administer student testing, placement, and support.
- Coordinate ReEnrollment process utilizing priority enrollment, open enrollment, and waitlist systems.

Marketing

- Work with the Administration and the Development Committee to monitor the images and perceptions of the school in the community and to address marketing needs and strategies.
- Identify and prioritize potential marketing activities and media channels.
- Maintain active social media accounts.
- Maintain and update marketing and admissions materials.
- Actively cultivate opportunities to communicate with the school's constituents, alumni and the general public.

Finance

- Assist families in utilizing the FACTs grant and aid application to apply for scholarships and provide the necessary documentation.
- Create publications to communicate with all families regarding these opportunities.
- Manage and record extended care billing and communicate to the Business Manager for timely monthly invoicing.
- Create personalized tuition billing worksheets for each family to be communicated during the ReEnrollment process.

Events

- Coordinate all details related to Kindergarten Roundup and Popsicles on the Playground, coordinate date with teachers, create marketing piece, communicate event to the community.
- Assist in planning and executing the back to school night in August.
- Provide office presence and customer service during evening conferences at the end of 1st and 3rd quarter.
- Be present and assist in event management of the Live Nativity event in December.

General

- Maintain daily office operations
- Help develop and maintain yearly school documents.
- Serve as an office assistant to students, teachers, parents, and administrators.
- Assist with other responsibilities as assigned.

Skill Requirements

Candidate should be knowledgeable in Microsoft 365 (Excel, Word, PowerPoint, Outlook), problem solver, self-starter, customer service, multi-tasking, proficient in communicating written and verbal, in person and via phone and email, organized. Experience in Quickbooks a plus.

In order to be considered for employment, you must submit a cover letter and resume. Once reviewed, a completed application, and references will be required to schedule an interview. Initial inquiry should include a cover letter and resume.