

St. Philip's School

Position title: Admissions and Development Coordinator

Position description:

Working closely with the principal, the Admissions and Development Coordinator handles a range of administrative and clerical functions related to student enrollment, fundraising, and marketing.

Responsibilities:

1. Oversee and coordinate the annual school admissions and enrollment cycle of events, tasks and collateral.
2. Oversee school marketing and advertising.
3. Maintain the school website, online calendar, and social media and keep the content up-to-date.
4. Develop a system for tracking parent volunteer/participation hours.
5. Provide administrative and clerical support to major fundraising events including the festival and the auction. This can include, but is not limited to, tracking family donations/volunteer hours, assisting with event publicity, and providing accounting support to school business manager.
6. Help support the maintenance and development of the alumni database and alumni program.
7. Support parent committees including Parent Teacher Group (PTG) and Consultative Board.
8. Collaborate with parish/school business manager to track school income and expenses, and assist with the annual budget development process.

Salary & Hours:

Competitive salary; flexible hours