

Job Position:
Coordinator of Admissions and Events

Department: Admissions, Marketing, and Events

Reports to: Director of Admissions, Marketing, and Special Events

Classification: Full time yearlong position (Including Summers)

Position Summary: The Admissions and Special Events Coordinator primarily assists the Director of Admissions in advancing the mission of Red Lion Christian Academy, enrollment initiatives, marketing, fundraising, and Special Events. This is a full time all year nonexempt position

Responsibilities:

- Answers all inquiries regarding the admissions process, sends information to all prospective families throughout the admissions process and manages all database information on each family.
- Represents the school at school fairs, informational evenings, classroom visits, and all events at Red Lion as assigned by the Director of Admissions.
- Maintains all admissions records and inputs all relevant information into the FACTS database.
- Coordinates all packets and materials for the admissions team.
- Provides all admissions reports to the Admissions Director, administration and admissions committee as required and requested.
- Prepares and mails all decision letters.
- Works with the Director of Admissions in planning and executing Shadow Days and Testing.
- Prepares and works on the registration process, working extra hours as necessary.
- Coordinates with all departments to organize information needed for various school events.
- Updates the Admissions page of the website.
- Attends Open Houses and Orientation Evenings to be available to the Director of Admissions, administrators and parents as needed.
- Trains Student and Parent ambassadors for tours.
- Assists Director of Admissions and administration with any other duties as needed.

Minimum Qualifications:

Bachelor's Degree Excellent written, verbal, and interpersonal skills. Excellent organizational skills and ability to prioritize. Computer proficiency in Microsoft Word, Excel, Database experience necessary. Must be flexible including the ability to work extended school hours, weekends, evenings, or scheduled school vacations.

Apply:

Fill out the application online at <https://www.reachschoools.online/our-schools/red-lion-christian-academy/discover-rlca/employment-at-rlca/> or email your resume and application to the administrative team at lpargoe@reachschoools.online.