



Creative City Public Charter School Enrollment & Program Coordinator

Posted: 2/18/21

Apply by: 3/3/21

Reports to: Executive Director

Work hours: Apx 25 hrs/week, M-F, flexibility in scheduling

Twelve-month position

Position to begin immediately. *For Spring, 2020, this position will work remotely unless specific projects or circumstances require otherwise. We will reassess this as our school moves into later phases of re-opening for staff and students.*

**

Creative City Public Charter School seeks an Enrollment & Program Coordinator to support the office of the nonprofit school operator in tasks related to student outreach, enrollment, school-wide communications, and administrative support. This is a 12-month, part-time position

JOB RESPONSIBILITIES

Enrollment:

- Maintain timely and personalized email and phone communication with prospective families
- Track incoming lottery applications in the lottery data management system
- Coordinate Open House and other events
- Schedule and coordinate tours (individual and group) with prospective families
- Schedule and coordinate other outreach opportunities such as preschool fairs and community events
- Engage parent volunteers to support with the above
- Manage logistical preparations for lottery
- Manage post-lottery communications including acceptance letters, wait list letters, and decline letters
- Manage enrollment offers from wait list, accounting for enrollment preference for siblings and for Park Heights residents
- Together with our school Secretary, send registration packets and other welcome materials
- Coordinate summer welcome / networking events for new families
- Assist with reports to school district re: lottery and enrollment

Communications & Marketing:

- Publish weekly school news bulletin
- Manage web site content
- Serve as social media liaison by coordinating and posting strategic content
- Implement marketing plan developed by Outreach Committee
- Create and maintain printed marketing materials
- Serve as staff liaison to the Outreach Committee

Other Duties:

- Maintain an active network of colleagues with similar roles at other local schools
- Provide lunch coverage for school secretary in front office (answer phones, greet walk-in guests)
- Support Middle School Choice process for Grade 5 families, annually Dec-Feb, in collaboration with Grade 5 teaching team.
- Support school-wide events and celebrations
- Other duties as needed, including special projects as they arise

QUALIFICATIONS:

Our ideal candidate must possess the following:

- Excellent oral and written communication skills
- High level of professionalism in all communication
- Extreme attention to detail
- Ability to establish and maintain organizational systems
- Extremely comfortable using Microsoft Excel and Microsoft Word
- Ability to work independently and to multi-task
- Comfortable interacting with people from a wide variety of backgrounds
- Ability to passionately represent our school's mission and vision

The following qualifications are highly desired, but not required:

- Bachelor's Degree
- Background and experience in marketing
- Basic competency with graphic design

To apply, please send resume and cover letter to CreativeCityHiring@gmail.com with "Enrollment Coordinator" in the subject line. No mailed or walk-in resumes, please.