



### **Community Outreach Manager**

**Reports to:** Director of Admissions and Alumni Relations

**Status:** Non-exempt, Full-time, 12 months,

#### **SUMMARY:**

Community Outreach Manager (COM) will focus on Admissions and Community Outreach as well as Alumni Relations. The COM will work closely with the Director of Admissions and Alumni Relations to create and foster relationships with prospective students and families, partner schools, alumni, and other organizations in support of generating prospective students, strengthening alumni relationships, and raising the profile of Servite High School in the community.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Admissions Outreach:**

- Work with the Director of Admissions and Admissions team in the development and execution of both short-term and long-term prospective student recruitment strategy.
- Conduct ongoing research regarding local target markets and demographics
- Network and develop professional relationships with feeder school teachers, administrators, community leaders and organizations
- Update and maintain partner school database.
- Keep abreast of community events and represent Servite at appropriate events, as determined by the Admissions Director
- Develop and monitor Future Friar database of all potential K<sup>th</sup>-8<sup>th</sup> grade prospective students and families (focusing mostly on 4<sup>th</sup>-7<sup>th</sup>)
- Oversee ongoing contact with Future Friars and families, including but not limited to welcome packets, updates, campus event invitations, and formal and written social correspondence, etc.
- Coordinate and plan all general communication, events and external marketing to potential 4<sup>th</sup>-7<sup>th</sup> grade prospective students and families.
- Develop, market, and coordinate robust summer camp programs in collaboration with academics, athletics, and other co-curricular clubs and activities
- Conduct campus tours, interviews, and other on and off campus events for prospective students and parents
- Share external community resources and information with Executive team, Advancement team and other Servite departments, as appropriate

### **Alumni Relations:**

- Serve as a liaison to the Servite Alumni Association Steering Committee.
- Expand current programs and discover and develop new opportunities to connect alumni with students, such as, but not limited to, Alumni Career Lunches, Kairos Retreats, Freshman Formation Weekend, participation in Priory and Formation lessons, etc. Identify graduating students for young alumni programs to develop as leaders and participants.
- Identify and work with alumni volunteers to plan class reunions. Working with the Advancement Office, provide support for reunion planning including creating promotional materials, forms/applications, online event registration, invitations and notifications using various web applications, email and social media, vendor coordination, and budget tracking.
- Assist in developing and managing online communication strategies that engage alumni including but not limited to, editor of Alumni E-newsletter, contribute and support Alumni communications and Legenda magazine.
- Working with the Director of Admissions and Alumni Relations and VP of Advancement, coordinate the annual Alumni Challenge competition to encourage alumni participation and support of the school.
- Works with the Vice President of Advancement and Director of Admissions and Alumni Relations to identify possible opportunities for gifts of time, treasure, and talent from the Servite alumni community.

### **Community Outreach**

- Identify opportunities for Servite High School to engage with our local community such as but not limited to City of Anaheim Prayer Breakfast, local Chambers of Commerce, Community Service Organizations, Rotary Clubs, etc.

Other duties may be assigned.

### **QUALIFICATIONS:**

- Bachelor's degree in related field required
- 1-3 years of relevant job experience
- Strong oral and written communication skills required.
- Strong public speaking and presentation skills
- Fluency in Spanish is a plus but not required.
- Strong knowledge of general computer software; Microsoft Excel, Outlook, Word and PowerPoint, Gmail and Google Docs.
- Ability to efficiently utilize social media.
- Willingness to work a varied schedule including nights and weekends
- Must possess a valid California Driver's license.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties or responsibilities.

To apply, please submit an [application](#) along with your resume to Erika Hinojosa, Director of Human Resources, at [ehinojosa@servitehs.org](mailto:ehinojosa@servitehs.org).