



# BOSTON TRINITY ACADEMY

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## OFFICE OF ADMISSION

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Boston Trinity Academy is a Christian, coed, college preparatory middle and high school. We are committed to providing an exceptional academic experience that inspires each student to excel in a Christ-centered community where they are known and loved. We educate a diverse student body from across the greater Boston area and international students from across the world in grades 6-12.

### **Admission Coordinator and Data Support:**

The Admission Associate and Database Support assists the Director of Admission with on-campus admission tours, admission marketing and recruitment, and other admission related tasks as needed. The Admission Assistant will also assist with office tasks including data management across several departments one day a week.

The ideal candidate will be an eloquent and engaging spokesperson for Boston Trinity who is organized, detail-oriented and collaborative, possessing excellent interpersonal skills. They will have the ability to interact comfortably with a variety of people, and comfortable using social media.

Familiarity with Microsoft Office tools and data management is required.

### **Role and Responsibilities:**

- Represent Boston Trinity and serve as one of the faces of the school with prospective families while eloquently communicating the school's mission.
- Engage and inform prospective parents and students about Boston Trinity through tours, virtual and digital events and other touchpoints.
- Attend and assist on Zoom information sessions and a few evening and weekend admission events as needed.
- Assist the Director of Admissions with maintaining the admission portion of the school portal (Blackbaud) and process applications through the applicant portal (Ravenna)
- Assist the senior school leadership with data management one day a week providing support as needed.
- Participate in the development of admissions materials, events, and marketing practices.
- Other duties as assigned by the Director of Admission.

**Education:** College degree required

**Experience:** Experience within an independent school or non-profit office is preferred but not required. Prior experience directly interacting with diverse populations required.

Please send your resume to Bisi Oloko (Director of Admission) [boloko@bostontrinity.org](mailto:boloko@bostontrinity.org)

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