Community Relations Coordinator

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child and preparing her to live fully and wisely. At the core of the Sacred Heart education the Goals and Criteria are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton’s culture and identity are bound inextricably to the vision set forth in the Goals and Criteria of Sacred Heart Schools. These values form the moral compass that influences the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage, and confidence.

Under the leadership of the Director of Community Relations and in partnership with the Admissions Office, the Community Relations Coordinator will focus on building community through outreach, recruitment, and engagement. This position is integral to Carrollton’s efforts to advance Social Justice, Inclusion, and Diversity initiatives in the school community, specifically as it relates to the needs of diverse students, families, faculty, and staff both during the admissions/application process and while participating in all aspects of school life. Candidates who are goal-oriented and energized by taking initiative are encouraged to apply.

**Essential Duties and Responsibilities**: The duties and responsibilities of this position include, but are not limited to, the following:

**Community Relations**

- Represent Carrollton as a Christ-centered institution rooted in the mission and values expressed through Sacred Heart education.
- Work alongside the Director of Community Relations to cultivate relationships with community partners and develop programming to support diverse students through admissions, enrollment, and school life.
- Assist in developing and implementing strategic, diversity-focused admissions and school-wide initiatives.
- Develop and implement strategies to create a supportive environment for diverse students that leads to their long-term retention and graduation.
- Develop and implement strategies to build community among diverse students, families, and members of the Carrollton community.
- Network with diverse educational and community organizations serving as a liaison for student recruitment in the broader Miami area.
- Engage actively in professional growth and development, school events (liturgies, assemblies, etc.) and community outreach activities.
- Willingness and ability to work 12 months, and outside of regular school hours.
Service-Learning:

- Coordinate and promote service-learning opportunities aligned with student interests and needs.
- Manage service tracking and guide students in service practices.
- Assist in developing a service-learning program that focuses on social awareness, action and building community in accordance with Catholic Social Teaching and the Sacred Heart Goals & Criteria.

Qualifications:

- Must have or be able to quickly acquire knowledge and understanding of the Carrollton’s mission and identity as a Catholic, Sacred Heart, All-girls, Independent school.
- Excellent written and verbal communication skills.
- Experience working in Catholic and/or independent school environments.
- Intercultural competency and a commitment to supporting social justice, inclusion, and diversity as articulated in the Sacred Heart Goals & Criteria.
- Bachelor’s degree or working towards degree.
- Basic computer skills.
- Preferred to be bilingual and fluent in Spanish and/or Creole.
- Must be professional, collaborative, courteous, detail-oriented, independently driven and highly organized.
- Ability to work with all levels of staff, faculty, and parents-- handling confidential, time-sensitive, and critical details.