



POSITION TITLE: Enrollment Management Coordinator

St. John's Episcopal Parish Day School is distinguished by 75 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 600 students in pre-kindergarten through eighth grade. The School's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are Empowered to Lead, Inspired to Serve. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION:

St. John's seeks an exceptional individual with demonstrated excellence in client-relations to join our outstanding professional community. This is a full-time (Exempt), benefits-eligible staff position with an ideal start date of May 15, 2026, or sooner. While the position will initially offer a 10-month employment term, there is the possibility a 12-month term can be considered for the right candidate. On occasion there will be evening, and weekend events required. Reporting directly to the Director of Enrollment Management, the Enrollment Management Coordinator will support the work of the Director in the admissions process and the stewardship of new and existing families.

The successful candidate for Enrollment Management Coordinator will be highly capable and organized with strong interpersonal skills. He or She is an exceptional communicator (both verbal and written) who will present and promote St. John's Episcopal School as a vibrant, inclusive community; this individual believes firmly and passionately that our K(4)-8 school is a dynamic place where students and their families can thrive and he/she embodies the St. John's mission. Working closely with the Director of Enrollment Management to ensure a high-quality experience for prospective families in the admissions and enrollment processes, the Enrollment Management Coordinator will demonstrate the highest levels of respect and integrity in all aspects of work with the various stakeholders. The Enrollment Management Coordinator will be enthusiastic and confident in representing the School to others and is a positive and informed presence on campus and in the external community. The primary responsibility of the Enrollment Management Coordinator is to diligently support the Director of Enrollment Management in efforts to recruit, identify, and orient students and families who support the mission and core values of the school.



This role is ideal for someone who finds satisfaction in both meaningful interactions with families and the behind-the-scenes work (finds satisfaction in well-executed details) that ensures a highly organized, responsive, and welcoming admissions process.

Areas of Responsibility:

- Serve as the first point of contact for the Admissions Office: Manage the admissions phone and inbox, respond promptly and professionally to all inquiries, confirm appointments, and ensure all communication is routed/tracked appropriately and followed through to completion. Maintain a consistently warm, polished, and helpful presence with all constituents. Experience in customer service or client-facing roles (including sales), with an emphasis on responsiveness and follow-through, is a plus.
- Provide direct administrative and operational support to the Director of Enrollment Management: Execute priorities set by the Director with accuracy and efficiency, anticipate needs, and ensure the day-to-day work of the office runs smoothly and proactively.
- Coordinate and support all aspects of admissions events: Assist in the preparation and execution of tours, admission coffees, open houses, fairs, and outreach events. This includes logistical planning, materials preparation, set-up and breakdown, and ensuring a smooth and welcoming experience for all guests.
- Ensure accuracy of admissions information across platforms: Help maintain and update admissions-related content including calendars, documents, and website information including the creation and maintenance and accuracy of candidate records. Record and track notes from interviews, meetings, and interactions in a timely and organized manner.
- Maintain and utilize the school's database systems: Develop proficiency in Veracross and related tools to manage applicant data, generate reports, and prepare and send communications..
- Support the student assessment and interview process: Assist with scheduling and logistics for applicant assessments, help facilitate a calm and welcoming environment for young children and their families, and ensure accurate documentation of observations and outcomes.
- Produce and manage admissions materials and communications: Assist in drafting, editing, organizing, and distributing materials and reports throughout the admissions cycle with careful attention to detail and consistency.
- Provide proactive administrative and team support: Approach all responsibilities with professionalism, responsiveness, and a willingness to help wherever needed. Demonstrates initiative and a willingness to support and execute on both strategic priorities and day-to-day tasks.



Essential Skills and Personality Traits:

- Tech-savvy: Proficiency with Veracross preferred; strong working knowledge of Microsoft Office Suite (Excel, Word, PowerPoint).
- Impeccable professionalism: Exercises sound judgment, maintains strict confidentiality, and represents the school with poise in all interactions.
- Service-oriented mindset: Takes initiative, anticipates needs, and approaches all tasks, both large and small, with a helpful, friendly and sincere “can-do” attitude.
- Strong interpersonal skills: Warm, welcoming, and gracious; builds positive relationships with prospective families, students, and colleagues.
- Excellent communication skills: Strong writing, editing, and proofreading abilities; communicates clearly and responsively.
- Highly organized and detail-oriented: Manages multiple priorities with accuracy and efficiency in a fast-paced environment.
- Operational excellence: Comfortable with high-volume administrative and clerical responsibilities including data entry, scheduling, file management, and event logistics.
- Big picture awareness: Understands how day-to-day tasks support broader enrollment goals and the mission of St. John's.
- Cultural competency: Engages respectfully and effectively with individuals from diverse backgrounds.

The position is accompanied by a competitive salary and industry-leading benefits package, including no-cost PPO Health Insurance, generous leave days, and tuition remission for employee children. **Qualified candidates are invited to submit a current resume, cover letter, list of not fewer than three references, and salary requirements to Gail Kelley, Director of Enrollment Management, at gkelley@stjohnseagles.org.** The position will remain open until filled. St. John's Episcopal Parish Day School is an equal opportunity employer.