Title: Admissions and Marketing Coordinator

Relationships: Reports to the Director of Admissions and Strategic Communications; collaborates closely with the Admissions and Communications Managers.

Requirements:

- Bachelor's degree or greater in marketing, communications, or a business related degree
- Public speaking and presentation skills experience required
- Strong writing skills required for multiple platforms including newsletters, social media posts, and blogs
- Entry level analytical, organizational, interpersonal, and problem solving skills
- Customer service oriented
- Flexible availability for evening and weekend events

Preferred Experience:

- Graphic design experience including Canva
- Experience working with diverse stakeholder groups and community members
- Proficiency in Microsoft Office and Google Suite
- Familiarity with non-profit databases, digital marketing, or similar platforms

Position Summary:
The Admissions and Marketing Coordinator supports both the Admissions and Marketing departments in promoting Resurrection College Prep's mission through strategic community outreach, digital communications, and event execution. The Coordinator will assist in developing and executing marketing and enrollment strategies, support prospective student events, and help manage the school's digital presence.

Responsibilities:

- Collaborate with the Director of Admissions and Strategic Communications and the Admissions and Marketing Managers to support strategic marketing and enrollment initiatives
- Create and update admissions-specific content and materials for print and digital platforms
- Assist in executing digital marketing campaigns under the guidance of the Marketing Manager, including website updates, social media content, email communications, and monthly newsletters
- Support the planning and execution of admissions outreach activities with the Admissions Manager, including Future Bandit events, and shadow days
- Represent Resurrection at school fairs, feeder schools, community events, and recruitment presentations
- Provide campus tours to prospective students and families
- Assist with event coordination, data entry, family communications, and application processing as needed
- Ensure consistent messaging that reflects the mission and values of Resurrection College Prep
- Support additional community engagement efforts as appropriate
- Participate in key school events and functions requiring admissions/marketing presence
- Must be able to lift over 30 pounds and stand for extended periods during events
- Other duties as assigned

To be considered for the Admissions & Marketing Coordinator position, please send a letter of interest and resume to Connie Castellucci at ccastellucci@reshs.org