



IMMACUALTE HEART OF MARY CATHOLIC SCHOOL SEEKS APPLICANTS FOR ADMISSIONS/ENROLLMENT MARKETING COORDINATOR

POSITION	Admissions / Enrollment Marketing Coordinator
POSITION TO BEGIN	January 6, 2020
TERMS	12-months/year and 35-hours/week
SALARY	Based on experience and educational background.
QUALIFICATIONS	Applicant will report to the Principal and comply with Diocese of Charlotte personnel policies. Previous education / training in marketing or communications is essential. A background or experience in an education environment is highly desirable.
APPLICATION	To complete an application for the Admissions position, please click here to access the Diocese of Charlotte application form.
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Be accountable to grow and sustain student enrollment; to formulate goals, action items to recruit new families; and, to promote the school as an educational alternative. • Manage various marketing and enrollment data, event schedules, and student records. • Utilize communication tools / social media to connect the school with current and prospective families, and create strategies to effectively communicate with stakeholders. • Have strong interpersonal skills - support families through the visitation and application processes, and being able to collaborate with personnel in the school, church, diocese, and outside groups. • Develop an understanding of current curricular practices and programs involving a PK-8 learning environment. • Attend scheduled meetings; work on committees such as school website team; and assist with school activities.
APPLICATION & RESUME SENT TO:	Mr. Gregory Roberts, Principal Immaculate Heart of Mary Catholic School 4145 Johnson Street High Point, North Carolina 27265 (336) 887-2613 groberts@ihm-school.com



Immaculate Heart of Mary Catholic School is a school in the Diocese of Charlotte. The Mission of the Catholic Schools in the Diocese of Charlotte is to proclaim the Good News of the Gospel and to provide a religious and academic program that allows each student to develop spiritually, intellectually, emotionally, physically and socially, so that each is prepared to live and serve in a changing society as a self-respecting citizen.