



**MECKLENBURG AREA CATHOLIC SCHOOLS**

**SEEKS APPLICANTS FOR**

**MARKETING & ADMISSIONS COORDINATOR**

<b>POSITION</b>	Marketing & Admissions Coordinator
<b>POSITION TO BEGIN</b>	Immediately
<b>TERMS</b>	Full-time
<b>QUALIFICATIONS</b>	Bachelor’s degree required in communications, marketing, or related field. Experience in school marketing, communication, and enrollment is preferred. Excellent communication skills required. Candidate should enjoy working on a team, engaging and speaking with others, and be a self-starter. Experience with Microsoft Office Suite, Canva, database management software, and Photoshop preferred.
<b>APPLICATION</b>	<a href="#">Click here</a> to download an application
<b>ADDITIONAL INFORMATION</b>	<p>Mecklenburg Area Catholic Schools (MACS) is a centralized system of nine Charlotte area Catholic Schools.</p> <p>The Marketing &amp; Admissions Coordinator will assist the Director of Marketing &amp; Enrollment in the Catholic Schools Office and the Mecklenburg Area Catholic Schools Director of Admissions by communicating information pertaining to marketing and enrollment to schools, overseeing the marketing tasks of college interns placed throughout the school system, managing advertising opportunities, attending monthly marketing and enrollment meetings, responding to prospective parent phone calls and emails, and assisting with recruitment events. Additional tasks as assigned.</p> <p>Essential Functions:</p> <ul style="list-style-type: none"> <li>• Assist in communicating information pertaining to marketing and enrollment from the Catholic Schools Office.</li> <li>• Oversee the school marketing intern efforts in digital and print design, template creation, social media content, and website management.</li> <li>• Manage advertising opportunities for each of the nine schools.</li> <li>• Source opportunities for schools to participate in Parish and community events.</li> <li>• Support the MACS Director of Admissions by coordinating scholarship applications and support documents, responding to phone calls and emails from prospective families, uploading/transferring digital files, and requesting student screening scheduling.</li> <li>• Coordinate with the school marketing interns to plan school recruitment events.</li> <li>• Work with the MACS Admissions Director on efforts to nurture leads and further the connections between prospective families, the schools in MACS, and the admissions office.</li> <li>• Other duties as required</li> </ul>

**APPLICATION &  
RESUME SENT  
TO:**

Please send RESUME and  
Application to: Dr. Gregory Monroe  
Diocese of Charlotte Catholic Schools  
1123 South Church Street  
Charlotte, North Carolina  
28203

c/o Theresa Ramirez: [TRamirez@charlottediocese.org](mailto:TRamirez@charlottediocese.org)