

Job Title: Admissions Coordinator

Location: Calgary, Alberta

School: Calgary Christian School

Do you thrive in a dynamic and faith-filled environment? Are you passionate about supporting families seeking a Christ-centered education?

Calgary Christian School (CCS), a leading Christian school for Preschool to Grade 12 in Calgary for over 60 years, is seeking a highly motivated and organized Admissions Coordinator to join our team.

About Calgary Christian School:

At CCS, we provide a transformative educational experience rooted in Christian values. We offer a rigorous academic program, integrating faith into education alongside a nurturing environment that fosters spiritual growth, character development, and a strong sense of community.

About the Role:

As the Admissions Coordinator, you will play a vital role as first contact for prospective families to CCS. You will respond to inquiries via email and telephone, conduct school tours, organize and host open houses, etc. You will be responsible for managing all aspects of the admissions process, ensuring a smooth and positive experience for prospective students and their families.

Key Responsibilities:

- Manage all inquiries from prospective families, providing clear and accurate information about CCS programs and admissions procedures, including to international students.
- Process applications efficiently, adhering to established deadlines and protocols.
- Conduct tours of the school facilities, showcasing the unique learning environment of CCS.
- Coordinate admissions events, open houses etc., ensuring seamless execution and effective communication.
- Collaborate with faculty and staff to ensure a seamless transition for new students and provide support for new student orientation and other related activities.
- Maintain and update admissions records and reports.
- Collaborate with our Development Team to develop and implement marketing and communication students' recruitment strategies.

- Partner with other school departments to ensure a cohesive admissions experience.

Qualifications:

- Diploma or degree in Business Administration, Communications, Education or a related field.
- Strong understanding of Christian faith principles.
- Previous experience in admissions, marketing, or a related field.
- Exceptional communication, presentation and interpersonal skills, with the ability to connect with a diverse range of families.
- Proficiency in Microsoft Office Suite and Raiser's Edge
- Enthusiasm for working in a fast-paced and collaborative environment.
- Ability to work independently and as part of a team.

Benefits:

- Competitive salary and benefits package.
- Opportunity to work in a supportive and faith-filled environment.
- Be part of a team that is passionate about making a difference in the lives of students.
- Make a positive contribution to a well-established and respected Christian educational institution.

How to Apply:

Interested candidates are invited to submit their resume, cover letter, and a statement of faith <mailto:businessoffice@calgarychristianschool.com>. Applications will be reviewed on a rolling basis until the position is filled.

Application Deadline: 9 July 2024

Calgary Christian School is an equal opportunity employer and welcomes candidates from diverse backgrounds. We look forward to finding a passionate individual who will contribute to our school's mission and community.

We thank all applicants for their interest, but only those selected for an interview will be contacted.