



Airdrie Christian Academy

Whatever you do, do it all for the glory of God.
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

Admissions Coordinator Job Posting

Synopsis

The Admissions Coordinator is responsible for driving admissions and enrollment. He/She is the principal point of contact with prospective families.

Qualifications

- The Admissions Coordinator must have a strong commitment to private school education, and home education.
- Superior communication skills both written and spoken.
- Excellent interpersonal, organizational, and managerial skills.
- Enthusiasm, a winning attitude, flexibility, warmth, a sense of humor, and is a hardworking, collaborative team player.
- The Admissions Coordinator should also be goal-oriented and able to take initiative, willing to occasionally work evenings, have strong computer skills (Google Suite), and demonstrate ease working collaboratively to set goals, problem solve, and devise strategy.
- A background in sales, customer service, and marketing would be an asset.
- Must have a police record check with vulnerability screening on file before starting employment.
- Must align with the mission and vision of ACA.

Responsibilities

1. Collaboratively work with the Director of Business and the Marketing Manager in creating appropriate admissions and marketing materials, advertising, website management, and mailing and publications.
2. Lead and collaborate with the enrollment team with admission events such as Open Houses.
3. Collaboratively set enrollment targets and goals with the Director of Business.

4. Generate Leads.
5. Meeting or exceeding enrollment goals.
6. Track and move prospective families through the admission/sales funnel to ensure a successful enrollment/sale for all programs (in-person, ACA@Home, International - a different level of responsibility for each of these program areas).
7. Provide superior customer service when interacting with prospective parents on the phone, in writing, by email, text message and/or in person.
8. Evaluate continually and make recommendations where appropriate all aspects of the admissions program with the goal of maintaining capacity enrollment of qualified students.
9. Maintain and organize inquiries and enrollment/admissions paperwork.
10. Follow-up with prospective parents in a timely manner to ensure all obstacles have been addressed and the prospective family has a positive experience with the school. Follow up with many touchpoints throughout the process.
11. Book appointments for prospective families to meet with our Head of School for a Family Interview before admission.
12. Coordinate with Assessment Team to schedule baseline assessments. Follow up with team following the testing.
13. Issue Tuition Package that includes acceptance letter, tuition forms, and financial agreement to accepted families.
14. Input all activity into a database management system/sales pipeline in a timely and accurate manner.
15. Take part and help plan school events.
16. Create reports to share with school leadership and the board.
17. Assess data and monitor trends.
18. Work closely with the Finance Team with Re-enrollment/Enrollment processes and paperwork.
19. Make current and new family relational calls to aid retention.
20. International Student Liaison. (meetings, events)
21. Classroom Ambassador Lead.

Hours of work: 0.60 FTE (preferably Monday, Wednesday and Friday)
Compensation: TBD based on experience. 12-month contract
Deadline for applications: May 15, 2024

Please email your resume to our HR department: humanresources@airdriechristian.com

Thank you for your interest in this position. Only those selected for an interview will be contacted. Resumes of individuals not granted an interview will be disposed of appropriately