

Admissions and Events Administrator

Immaculate Conception School

Marlborough, MA

Position Description:

Seeking a full-time Admissions and Events Administrator to assist with increasing enrollment and oversee fundraising events.

Position Responsibilities:

- Create and implement a recruiting strategy and admissions protocol
- Implement retention programs
- Manage the admissions process, including providing tours and follow-up
- Assist with the financial aid application process for newly recruited students
- Support students enrolled through current scholarship programs
- Track data on families and community outreach
- Develop strategic relationships with community organizations in coordination with the Development Office
- Oversee school fundraising events
- Sit on the Immaculate Conception Parents' Association Board
- Assist events chairpersons in completing successful events

Position Requirements:

- Bachelor's Degree
- 3-5 years work experience, preferably in admissions, marketing, sales or fundraising
- Familiarity in Portuguese, knowledge of Spanish helpful
- Commitment to Catholic Education
- Respect of the diverse Metro West communities, culture and customs
- Self-motivated, flexible and able to work independently
- Additional hours and some weekend required

Contact:

Email resumes to Mrs. Linda Short, Principal, principal@ICSchool.net