



**Zeeland Christian School
334 W Central Ave, Zeeland, MI 49464**

Communication and Enrollment Assistant

DESCRIPTION/QUALIFICATIONS

The Communication and Enrollment Assistant position is a part-time Zeeland Christian School staff member who reports directly to the Director of Advancement. Salary is commensurate with experience and ability. This part-time role is 20 hours a week during the school year and 5-10 hours a week during the summer.

The Communication and Enrollment Assistant must show a commitment to support and defend the biblical and theological basis for the Church as expressed in the Reformed Creedal Standards and the Contemporary Testimony. He/she must also be an active communicant member of a church whose teaching and preaching agree with the statement of beliefs of this school.

GOALS AND OBJECTIVES

The Communication and Enrollment Assistant will:

- Reflect the mission of Love God, Love Kids, Love Learning
- Fully embrace the excitement and joy demonstrated inside the walls of ZCS each day
- Engage with donors, alumni, parents, students, visitors, and staff with a welcoming and warm presence
- Be a passionate member of a collaborative team
- Be willing to learn and find solutions
- Welcome assigned jobs from the Dir. of Advancement

RESPONSIBILITIES

Communication

- **Assist in Telling the Story of Zeeland Christian School**
- Update website content as needed: Calendars, events, home page links, staff photos, etc.
- Work directly with Dir. of Advancement on various projects involving promotions, publications, social media and other storytelling outlets
- Assist in event planning and execution
- Write copy for newsletters, blogs, website, press releases, etc.
- Photography opportunities probable if in line with applicant's skill set
- Graphic design projects probable if in line with applicant's skill set
- Work with the Dir. of Advancement to develop a communications strategy and calendar

Enrollment

- **Assist in developing and implementing helpful and engaging enrollment processes for prospective families**
- Update and create enrollment documents as needed
- Assist in the various elements of planning, promoting and hosting showcase and information meetings

REQUIRED SKILLS

- Organized/Efficient
- Proficient with Mac computer
- Proficient with Google Docs and Google Calendars
- Proficient in Microsoft office products
- Have the ability to problem-solve independently and in teams
- Ability to take direction and work in a team
- ***Ability to properly handle and interact with confidential information***

DESIRED SKILLS

- Beginner-Intermediate skill in Adobe programs
- Photography experience
- Videography experience
- Social media management experience
- Wordpress website management
- Blogging experience
- Event planning experience