



Position Description

Position Title	Early Childhood Enrollment Coordinator
Department	Advancement
Reports to	Director of Advancement
Contract	Hourly 10/hrs per week - Evaluation after 90 Days
Employee Agreement	The Early Childhood Enrollment Coordinator shall be employed on an eleven-month basis. It is understood and agreed that the Enrollment Coordinator shall be employed on an at-will basis.
Team Leader	Peter Jenkins
Overall Responsibility	<p>Succinct: PURSUE families who are interested ENGAGE with families consistently so that they become enveloped into this community</p> <p>Broader: To increase the reach of ZCS's mission through increased enrollment. Positively and helpfully engaging with prospective and inquiring families throughout preschool and hopefully kindergarten enrollment. Be a friendly, welcoming, helpful first face and voice for ZCS. To assist the Director of Advancement in the professional and efficient management of the Advancement office.</p>
Key Tasks & Responsibilities	<p>Contact Management</p> <ul style="list-style-type: none"> Regularly follow up with inquiries, prospects, enrollees throughout entire process Turning conversations to next steps in the admissions process <p>Admission Data Management</p> <ul style="list-style-type: none"> Work towards mastery of enrollment management to streamline/expedite admissions process across digital platforms

	<p>Marketing Event Coordination</p> <ul style="list-style-type: none"> ● Assistance with coordination and execution of showcases and community admissions events <p>School Tours</p> <ul style="list-style-type: none"> ● Schedule and execute tours and shadowing experiences for interested families and students <p>Understand key messaging points to distinguish and elevate the school to families</p> <p>Execute Re-enrollment Process</p> <ul style="list-style-type: none"> ● Work with ZCS families through each re-enrollment process their family goes through <p>Assist with other misc. office tasks including but not limited to Reception:</p> <ul style="list-style-type: none"> ● Answering phone, e-mail, and be available to “drop-in” families <p>Specific Tasks may include:</p> <ul style="list-style-type: none"> ● Assist in the preparation of information packets ● Track families interested throughout the year ● Record follow-up contacts with interested families ● Call new families in September/October and hear how the year has started ● Set up host families for Y5-8th ● Organize new families events ● Attend 1st days of school ● Attend year-end parties/graduations ● Organize/attend parent education nights to help with parenting/child development tips throughout the year
<p>Skills & Attributes</p>	<ul style="list-style-type: none"> ● Engaging, welcoming personality ● Excellent communication skills with people from many different backgrounds ● Excellent organization skills and follow-through
<p>Experiences & Requirements</p>	<p>Professionally</p> <ul style="list-style-type: none"> ● Mastery of office management software ● Interpersonal skills to relate and connect with interested families ● Team player with ZCS employees to gain trust and help in enrollment efforts <p>Spiritually</p> <ul style="list-style-type: none"> ● Acceptance of ZCS’s Statement of Faith ● A strong, clear, Christian testimony ● A mature, godly spirit <p>Personally</p>

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| | <ul style="list-style-type: none">● A lifestyle of Biblical integrity● A spirit of dedication, commitment, flexibility, and responsiveness to the needs of others● The ability to listen and respond to counsel● A strong philosophical commitment to Christian education and the mission of Zeeland Christian School.● The Early Childhood Enrollment Coordinator shall subscribe to the Reformed doctrines as outlined and professed in the Heidelberg Catechism, Canons of Dort and the Belgic Confession and have a strong philosophical commitment to Christian education and the mission of Zeeland Christian School. |
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