



## **Position: Inclusive Recruitment & Outreach Coordinator**

### **Description**

The St. Paul Inclusive Recruitment & Outreach Coordinator is a full-time position with a primary focus on admissions and with additional responsibilities helping advance the mission of St. Paul. This position is a key part of the admissions team that will focus on recruiting academically talented and diverse students across Middle Tennessee. The target families should embrace St. Paul's 50-year mission of providing students with an educational experience centered around Academic Excellence, a Passion for Christ, and Leadership Development.

### **Essential Duties and Responsibilities**

- Serve as an ambassador for prospective families by introducing them to the St. Paul Christian Academy community and proactively engaging with them through the admissions process.
- Develop and implement an annual strategic enrollment management plan alongside the Director of Admissions, specifically focused on underrepresented populations for prospect identification, management, and recruitment.
- Work with the Director of Marketing and Communications to provide input for developing the annual strategic marketing/communication plan to support diverse recruitment and community outreach. Collect and assess data to provide development metrics for recruiting mission-aligned families across Middle Tennessee.
- Establish a vision for and coordinate admission events, including but not limited to campus tours, open houses, admission coffees, and new parent events. Assist Advancement Team members with other event planning and implementation.
- Cultivate and maintain relationships with diverse churches, schools, and programs on behalf of St. Paul.
- Guide prospective families through the admission and orientation process.
- Partner with the Director of Admissions, Assistant Head of School for Academics, and Lower School Division Head to organize and implement student admission testing.
- Other duties as assigned.

**Requirements:**

- Profess faith in Jesus Christ and alignment with St. Paul's Statement of Faith.
- Bachelor's Degree, preferably in communications, marketing, or education-related field.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to manage multiple projects simultaneously and prioritize effectively.
- High proficiency with tools including email, Google Suite, and student management systems.
- Detail-oriented, creative, flexible, and energetic, sensitive to the mission-driven history of the school.

Applicants should send their Cover Letter, Resume, Faith Statement, and Philosophy of Christian Education to [employment@stpaulchristian.org](mailto:employment@stpaulchristian.org)