

## **ENROLLMENT COORDINATOR** (Part-time hourly position, 20-25 hours per week)

Northside Catholic Academy is seeking a dynamic professional to collaborate with and be accountable to the Principal. This role will lead an organized and impactful recruitment and review process—from initial outreach through registration and onboarding of accepted students—while also supporting student retention.

### **Primary responsibilities:**

#### PROSPECTS/ENROLLMENT

- Collaborate with the marketing team and school leadership to develop and execute the **Enrollment Marketing plan**.
- Manage the full enrollment process for new NCA families—from inquiry to first day
- Coordinate enrollment **events** (Open House, Coffee with the ‘Cats, Play Dates, etc.)
- Schedule 1:1 **tours** for prospective families
- Lead prospect-nurturing through personal outreach and **timely communication**
- Oversee enrollment paperwork and **FACTS SIS** process
- Manage new student and family onboarding, including welcome communications

#### STUDENT RETENTION

- Lead annual **re-enrollment** for current NCA families and troubleshoot FACTS questions
- Assist in planning **Discover Catholic Schools Week** (November 15–21, 2026) and **Catholic Schools Week** (January 31–February 6, 2027) activities

#### PARENT ACTIVATION

- Lead and support **NCA Parent Ambassador Program** to strengthen community and support new family integration
- Encourage and grow referral participation through awareness and outreach
- Drive and manage online reviews and help organize family testimonials

### **Additional responsibilities:**

- Troubleshoot issues with **FACTS SIS** and assist families and staff when needed
- Assist with **Front Office** coverage

### **Qualifications:**

- Excellent organizational skills with strong attention to detail
- Self-directed, proactive, and self-motivated
- Strong relationship management and interpersonal skills
- Clear and effective verbal and written communication skills
- Ability to collaborate with volunteers, leadership, and colleagues
- Ability to manage new initiatives and contribute ideas to school leadership
- Experience in a school setting preferred
- Practicing Catholic preferred