

Enrollment Specialist and Volunteer/Resource Manager

Job responsibilities include but are not limited to:

- Tracking applications received for enrollment at the school
- Communicating with prospective families the steps in registering for school
- Being the SJS “conciierge” for prospective families as they go through the registration process
- Assisting with giving tours to prospective families
- Navigate TADS and communicate enrollment process/progress with families and to school administration
- Serving on the School Enrollment Committee
- Setting up and managing the “New Family Shepherd Program”.
- Working with **Salesforce / The HUB** to enter families into the system once they are registered in the school
- Assist Advancement Director with tracking donations during/after events i.e. Gala, Annual Fund, Golf Event
- Virtus – Essential 3 Tracking for employees and volunteers
- Volunteer coordinator for school – finding and communicating responsibilities for day-to-day volunteers
- Fairshare Management
 - Invoicing
 - Applying credits (Value Books, Rake-a-thon, Direct Payments)
- Lunch Account invoicing
- Resource Manager – ordering supplies, tracking receipts, etc. (including cost comparisons)

This will be a 0.325 FTE (12.25 hours/week) for 40 weeks.

This position will take work direction from Advancement Director and Principal.