



St. Louis Language Immersion Schools

Job Description: Enrollment Coordinator

The primary responsibility of the Enrollment Coordinator is to recruit and enroll students. In conjunction with the communications staff, the Enrollment Coordinator builds awareness for events related to admissions for SLLIS schools and community outreach programs. The Enrollment Coordinator regularly recruits and integrates external volunteers, current families and SLLIS staff into the community outreach events. Additionally, the Enrollment Coordinator supports the maintenance of applicant files and submits regular enrollment reports.

Reports to: Chief Operating Officer

Minimum Qualifications:

- Bachelor's Degree preferred
- Willingness to learn about and commit to SLLIS and its values by understanding the mission, particularly the understanding that parents have the greatest impact on student achievement, and the role of the parent as a partner must be valued and cherished
- A high level of personal integrity and professionalism and ability to maintain confidentiality
- Proficiency with Microsoft Office suite
- Impeccable written communication skills in English
- Ability to connect with people from a variety of different backgrounds.
- A creative, resourceful, responsive style with strong attention to detail and follow-through
- Ability to work independently and as a team player

Preferred Qualifications:

- Demonstrated success building, managing, and growing meaningful relationships with a diverse range of constituents in the greater St. Louis community
- 2+ years' experience and demonstrated success in community outreach and/or education
- Sensitivity to and knowledge of under-served urban communities in the US and/or immigrant communities in the US
- Experience managing volunteers serving in a public engagement role
- Fluency in one of the languages of instruction (French, Spanish, Mandarin) is highly preferred

- Create, implement, and assess academically rigorous lessons to fulfill the educational objectives of the grade/classes assigned.
- Establish effective relationships with students to motivate them to develop skills, attitudes and knowledge needed to excel academically and meet State standards.
- Plan activities, projects, games and group activities that will encourage students to learn the material and interact in their non-native language.
- Communicate students' progress toward realizing academic and character development goals with families on a regular basis.
- Facilitate the development of character and community in the classroom
- Develop and maintain effective relationships with parents/guardians

Student Enrollment Activities:

Manage and facilitate events and activities related to student recruitment and retention including:

- Future Family Tours for Parents and Preschools
- Community Events (i.e. Festival of Nations, COCA Family Theatre Series)
- Special School Events (i.e. Annual SLLIS Family Picnic, New Student Orientation)
- Preschool and agency partnerships
- Evaluation and documentation of internal and external enrollment events
- Coordination of scheduling and logistics of enrollment events with school administrators

Enrollment Process Administration:

- Track tour participants and compile annual reports about trends in demographics and timelines of Future Families
- Provide individualized support and follow-up for all Future Families
- Send periodic email updates to Future Families about enrollment process and community events
- Track all student applications through actual enrollment
- Allocate enrollment and outreach budget, assign and track all purchases
- Distribute outreach and enrollment materials created by the SLLIS Development Department
- Purchase, organize, inventory and maintain stocks of non-informational supplies (giveaway items, presentation folders, tablecloths, etc.) for events

External Communications:

- Maintain robust website content with information that engages current and potential supporters to become further immersed in the organization's culture
- Write articles about enrollment for SLLIS eNews, website and social media campaign platforms
- Support all SLLIS Special Events

- Be physically present at all special events
- Assist with set up and/or delivering materials needed
- Promote and sell SLLIS Spirit wear
- Maintain responsibility for SLLIS inventory and generating new merchandise and promotional ideas

Policies and Procedures:

- Support annual review and revisions of policies and procedures for elementary and secondary schools
- Draft annual Enrollment and Outreach Calendar

Additional Duties:

- Support Registrar and Data & Assessment Coordinator with school-home communications
- Other duties, as needed

Supervisory:

- Recruit and Train Volunteers: parents, university students, community partners

Benefits:

- Professional Development allocation

Job type:

- Twelve-month position, At-Will Employment Agreement, renewable upon performance evaluation

About Us:

St. Louis Language Immersion Schools (SLLIS) is a non-profit organization founded in 2007 to develop and operate a network of charter schools in St. Louis, MO. In 2009, SLLIS opened The French School and The Spanish School, total immersion elementary campuses preparing the International Baccalaureate Primary Years Programme curricular framework. In 2012 SLLIS opened The Chinese School with grades K-1. In 2014 SLLIS opened The International School. Visit our website <http://sllis.org> for more information.

Before final hiring, candidates must provide transcripts and undergo fingerprint/background screening and tuberculosis clearance.

SLLIS is an equal opportunity employer and values diversity in the workplace. We actively encourage all qualified applicants regardless of race, color, religion, gender, national origin, age, disability, veteran status, or sexual orientation to apply.

How to Apply

Please apply online at www.moreap.net

Linda H. Holliday, Talent Director – linda.holliday@sllis.org