

### Admission & Marketing Associate

Marketing/Communications degree and 1-2 years of experience in admission, marketing, or communications.

- Work closely with the Director of Admission on program development and implementation including virtual tours, virtual open houses, etc.
- Work directly with prospect families and communicate effectively while taking them through the admission process
- Experience in working with software programs and managing data
- Relationship management including identifying new prospects in the community at large
- Work as a team to develop and communicate marketing and outreach strategies
- Coordinate prospect communications for the office of Admission
- Ensure admission materials undergo regular review and are updated regularly
- Work in conjunction with the Director of Development & Finance and Development and Director of Communications to enhance social media presence