



## SUSSEX CHRISTIAN SCHOOL

*Challenging the Mind, Strengthening the Spirit*

### Director of Admissions – Part Time

Job Description: The Director of Admissions is responsible for coordinating with prospective families, assisting families through the application and enrollment processes, and increasing the public exposure of Sussex Christian School through social media and marketing. The Director, in collaboration with the Administrator and Public Relations Committee, will create and execute a marketing strategy to reach new families. The Director will maintain communication with prospective families, promote the school and school events through social media, and work with the school's Public Relations Committee to develop promotional materials and products. The Director will maintain the school website with an eye towards prospective families. The Director will serve as an ambassador for the school, visiting local churches and participating in outreach.

#### Requirements:

- Associate Degree or higher in Marketing preferred.
- 3 years experience in the areas of lead cultivating, marketing, and/or administration.
- Experience with social media marketing and website development preferred.
- Superb organizational skills.
- Excellent written and oral communication skills.
- Active participant in a Christian church.