



# BISHOP CHATARD HIGH SCHOOL

## **Coordinator of Enrollment Advocacy Position Description**

The Coordinator of Enrollment Advocacy of Bishop Chatard High School (“Coordinator”) advances the Catholic mission of the school through the coordination and implementation of enrollment promotion and retention initiatives and activities. The Coordinator reports directly to, and is supervised and evaluated by, the Vice President of Institutional Advancement (“Vice President”).

The Coordinator will accomplish his/her duties in the following ways:

### **Catholic Mission:**

- Working with the Vice President and other administrators, faculty and staff to integrate the school’s Catholic mission and identity into all aspects of student life.
- Providing a witness of faith in all interactions with students and adults.

### **Essential Duties and Responsibilities**

The overall responsibility of the Coordinator of Enrollment Advocacy is to assist the Vice President in all enrollment promotion and retention initiatives while supporting the advancement team as needed.

The Coordinator will accomplish his/her duties in the following ways:

- In conjunction with the Vice President, recruiting and working with North Deanery parish ambassadors;
- Coordinating the prospective student Shadow Program;
- Organizing and assisting with prospective parent Wednesday Walk-thrus;
- Assisting in the planning and coordinating of the BCHS Open House;
- Assisting the Vice President with the Student Ambassador Program;
- Coordinating and leading, in conjunction with the President and Vice President, One-to-One Appointments and tours;
- Coordinating and assisting in the Summer Camp program;
- Assist in the planning and implementation of New Parent Information Night, Transfer Student Orientation and Freshman Orientation;
- Working with the Vice President to develop the annual enrollment calendar of events;
- Maintenance of Database for incoming students and families, and North Deanery Students.

**Miscellaneous and Administrative Duties:**

- Assist with Special Events/Fundraisers as needed: Annual Fund Dinner, Golf Outing, Chatard-a-bration, etc.;
- Assist in the organization and collection of enrollment data as needed;
- Meeting regularly with the Vice President and other members of the advancement department as needed.

**Communications and Promotion:**

- Providing the marketing and communications department with a timely flow of information regarding enrollment initiatives and activities;
- Providing the faculty, staff, and administration information about upcoming enrollment promotion events;
- In coordination with the Coordinator of Student Life, enlisting and coordinating the help of student volunteers as needed.