

The Association for Christian Schooling in Calgary South (ACSCS) operates Trinity Christian School, a Christian Alternative School Program within Palliser Regional Schools that offers a Kindergarten to Grade 9 faith-based learning environment to families in south Calgary. Trinity Christian School began as a private school in 1993 growing to over 425 students today, nurturing the unique God given gifts and talents of every child. In 2012 the ACSCS entered into an agreement with Palliser Regional Schools whereby Palliser Regional School provides the educational staff for Trinity Christian School (TCS) and the ACSCS continues to be responsible for student admissions, providing the facility and ensuring the delivery of education is consistent with the Statements of the ACSCS (Basis & Purpose, Statement of Faith, and Statement of Educational Principles).

The goals of the Admissions & Administrative Coordinator are to assist the Admissions Committee, facilitate the enrollment of new families to TCS, increase student population for maximum numbers per class/grade, develop an alumni strategy and provide administrative help to the Executive Director when needed. The Admissions & Administrative Coordinator will respond to inquiries from interested families and process new student applications. The Admissions & Administrative Coordinator reports to the Executive Director. Position is full-time, 37.5 hours per week.

Key responsibilities include:

Administrative

- ♦ Assist the Executive Director:
 - Implement the Strategic Plan for Enrolment
 - Maintain the ACSCS Members List
 - Support Board, Society and Committees as directed by the Executive Director
 - Plan New Parent Orientation and Board Retreat
 - Provide administrative help using MS Office Suite
 - Work collaboratively with school administration and other duties assigned
- ♦ Build and maintain trusting relationships with internal and external stakeholder groups including administrators, teachers, students, alumni, parents, staff, donors, volunteers, Board trustees and other Christian school administrators

Alumni

- ♦ Foster Alumni relationships:
 - Create and implement an Alumni strategy, such as developing and managing an Alumni database, executing a Newsletter and tapping into the talents of our alumni to share with our kids (coaching a team, guest speaking at one of our Worship services etc.)
- ♦ Collaborate with our Events & Volunteer Coordinator to enhance Alumni relationships

Admissions

- ♦ Assist the Admissions Committee in the ACSCS admissions process:

- Conduct interviews to ensure that all those who join the society are Christians who have the same conviction that the Lordship of Jesus Christ be seen and taught in the home, church and school
 - Gather personal faith statements
 - Collect Pastor's reference and other registration documents
 - Recommend to the Board to accept or refuse membership into the Society
- ◆ Manage the enrollment of families to TCS:
 - Understand admission requirements
 - Provide family tours and open houses
 - Coordinate with Learning Support Teacher and Principal
 - Conduct exit interviews with families
- ◆ Manage and improve our admissions process:
 - Provide application forms, fee structure
 - Gather Membership Fees
 - Maintain and update data in Sales Force
 - Issue letters of acceptance to prospective family

Qualifications:

- ◆ Demonstrated success with regards to:
 - Interpersonal skills – the ability to connect with people, build trust and to maintain relationships
 - Communication skills, including listening, oral, non-verbal, written and editing
 - Organizational and time management skills
 - Conflict management skills
- ◆ A relevant post-secondary degree, college diploma or an equivalent combination of education, training and experience
- ◆ Experience with Admissions in a Christian school environment an asset
- ◆ Demonstrated strength in:
 - Team work orientation
 - Problem solving skills
 - Computer skills
- ◆ Self-starter, highly motivated, ability to work independently, willingness to work flexible
- ◆ Committed to the mission, vision and statements of faith of ACSCS
- ◆ Proven ability to maintain confidentiality and integrity due to confidential nature of family information
- ◆ Previous experience conducting interviews, with the proven ability to assess and determine a match with the mission and vision of an organization or educational institution an asset.

Contact Information:

To respond to this opportunity, please forward your resume and personal statement of faith together with a cover letter to greg.kern@pallisersd.ab.ca

Job Posting: June 6, 2016

Application Deadline: Closed on June 20, 2016