

Essential Job Functions

- **Student Recruitment, Enrollment**
 - Plan and organize enrollment events
 - Communicate with potential school families
 - Develop and execute marketing plan in coordination with Director of Advancement
 - Evaluate program yearly and make adjustments
 - Network with professionals in similar roles
- **Administrative Duties**
 - Provide high-level support to Principal
 - Write/coordinate communications to parents
 - Maintain database and files for student and parent information
 - Prepare State, District and Synodical reports
 - First Impressions Coordinator including greeting students, parents, visitors, answering phones, etc.
 - Provide support to all school programs
 - Manage events on school and Principal's calendars
 - Coordinate all staffing and volunteer needs
 - General office duties
 - Other duties as defined

Technical Skills & Qualifications

- 2/4 year college degree, preferred
- Experience in marketing and public relations, preferred
- Excellent communication skills
- Excellent writing skills
- Proficiency in Microsoft Office
- Experience working in Google Classroom, Docs, preferred

Spiritual Life

- Ideal candidate evidences a lifestyle that reflects a dynamic relationship with Christ.
- Must have a heart focused on ministry, not just a job
- Member in good standing of an LCMS church, preferred

General

- Outgoing/Positive personality
- Have a heart for working with children
- Initiative to do what needs done and willingness to learn something new to achieve goal
- Well organized and efficient with time and resources
- Must be able to maintain confidentiality on all matters
- Skillful at creating and maintaining relationships through good communication and follow through
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable team player
- Ability to work efficiently in fast paced, high demand environment
- Clear record as determined by a police background check
- Must be willing to perform other duties as required in a spirit of servitude

Measured by

- 30-60-90 Review given by the Principal with input from appropriate staff
- Annual Performance Reviews conducted by Principal

Hours: This is a full time, year-round, salaried position with varied hours

Salary: Salary is commensurate with experience in accordance with the unified salary scale of St. Peter's Lutheran Church & School.

Benefits: Eligible for sick leave, paid vacation, health benefits, and paid personal days