

OUTREACH COORDINATOR

The Outreach Coordinator assists the Admissions Team at St. Thomas High School in recruitment efforts for new students. This position will focus on marketing, communications, and event implementation and management. A good candidate will be able to speak effectively and energetically about St. Thomas High School to prospective parents and students. The candidate will be able to act as a liaison for the Admissions Team and have flexible working styles, both as an engaged team member and independently with limited supervision. The successful candidate will possess creativity, a strong attention to detail, and have a passion for communication and events.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of Outreach Coordinator. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Plan, implement, and manage Admissions initiatives, including event logistics, faculty and staff participation, volunteer coordination and supervision, on-campus requirements, and scheduling outside vendors
- Design and maintain social media platforms, website content, and print advertising in collaboration with the Office of Advancement
- Perform marketing research, remain current on event trends, and collaborate with various teams internally and externally
- Oversee organization of the student ambassador program, including communication, training, and mentoring, and supervise Student Ambassadors for Admissions initiatives.
- Develop and execute a middle school communications strategy to convey current and effective messaging from St. Thomas
- Recommend process improvements for various Admissions programs
- Maintain Admissions calendar, inventories of marketing materials, and communications with the School on upcoming events.
- Perform administrative assignments with minimal direction, such as maintaining files, preparing special reports and projects, and coordinating meetings.
- Other job duties as assigned.

MINIMUM QUALIFICATIONS

Education

Required: Bachelor's degree in communications, business, or closely related field.

Preferred: Master's degree in communications, business, or closely related field.

Experience

Required: 2-5 years of admissions and/or recruiting experience

Preferred: Experience in a school and/or non-profit environment

Skills

- Superior organizational, communication, and interpersonal skills as well as a professional presence
- Ability to relate to intergenerational populations
- Confidence and creativity in adapting to frequent changes in demands and situations.

Certification/Licenses/ Registration

Required: None

Working Conditions

Work is done in an office environment with pleasant working conditions as well as various locations for events, stories, and marketing. The work hours are reasonably regular. Ability to work some nights and weekends to support events is required.

Physical Requirements

May be required to exert physical effort of a limited nature as needed for events. No excessive lifting.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a **Staff Application** for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

Career Opportunity

St. Thomas High School

4500 Memorial Dr.

Houston, TX 77007