**Catholic School Admissions Advocate Position**

**Position Description:**

The Catholic Schools Admissions Collaborative is seeking an Admissions Advocate to assist with increasing enrollment at three Catholic schools in Brighton, Roslindale, and Roxbury and to increase awareness of Catholic education, recruit students from a wide range of socioeconomic backgrounds, and assist schools with retention and community outreach.

**Admissions Advocate Position Responsibilities:**

* Create and implement a recruiting strategy and admissions protocol for the three schools;
* Manage the admissions process, including providing tours and follow-up;
* Assist with the financial aid application process for newly recruited students;
* Track students’ progress after enrollment and provide support when necessary;
* Maintain relationships and support students enrolled through current scholarship programs;
* Implement retention programs within participating schools;
* Track data on families and community outreach; create reports using admissions and outreach data;
* Develop strategic relationships and partnerships with community organizations and other Boston area Catholic schools

**Position Requirements:**

* Bachelor’s degree
* 3-5 years work experience, preferable in the field of admissions, marketing, public relations, sales, or multicultural education
* Fluency in one or more of the following languages:
	+ Spanish
	+ Portuguese
	+ Haitian Creole
* Familiarity and commitment to Catholic education
* Knowledge of the diverse Boston community, culture, and customs
* Self-motivated, flexible, and able to work independently
* Access to a car
* Additional hours and some weekends required

Please forward a cover letter and resume to Megan Adzima, madzima@csfboston.org