**DIOCESE OF ORANGE**

**\*\*\* Job Announcement \*\*\***

**Enrollment Coordinator**

**Diocese of Orange – Department of Catholic Schools**

**Duties and Responsibilities**

The Enrollment Coordinator is hired by the Diocese of Orange, Department of Catholic Schools. Under the direction and supervision of the Superintendent of Schools, the Enrollment Coordinator provides leadership for and guidance to selected Catholic schools to assist them with advancing the goal of increasing enrollment, with a particular focus on the number of Hispanic students enrolled in Catholic schools in the Diocese of Orange.

**Professional Duties and Responsibilities:**

* Reports to the Superintendent of Schools.
* Assists selected school leaders with creating strategic plans which focus on the following priorities: developing a culturally responsive school climate and pedagogy, identifying and executing marketing and outreach recruitment tactics to meet stated enrollment objectives, producing an implementation time-line, and establishing metrics.
* Provides technical assistance to selected school leaders to assist them with positioning their schools for successfully serving Latino students in the areas of teacher and staff training, a culturally responsive pedagogy, and parent outreach.
* Develops marketing and recruitment templates to assist selected school leaders with implementing marketing and recruitment efforts to attract Hispanic students.
* Assists selected school leaders with developing and training school recruitment teams.
* Develops strategic alliances among Hispanic and other community organizations and selected schools to advance student recruitment efforts and to build a portfolio of potential service providers.
* Conducts school visits to assess the progress of the selected schools with meeting their school planning goals, as defined by the plans’ metrics.
* Identifies common training needs among selected schools and provides periodic group training sessions.
* Develop and implement a Parent Ambassador Program throughout various Catholic schools, by conducting Orientations, Trainings and Strategic Planning Workshops and Meetings.
* Leads bi-annual meetings of selected school leaders to review the schools’ progress and to celebrate their successes.
* Any other duties as assigned by the Superintendent of Catholic Schools

**Minimum Qualifications**

* Bachelor’s degree required, preferably in the field of education and/or marketing/communication.
* Strong background or current experience with working in Catholic schools successfully and/or 3 to 5+ years of experience in the areas of grassroots, community organizing or mobilization of a movement within inner-city, working class communities, with demonstrated metrics of success.
* Have a strong commitment to strengthening and sustaining Catholic K-12 schools
* Bi-lingual proficiency (English & Spanish) is highly desirable; Possess a strong set of skills to communicate in English and Spanish, both verbally and in writing.

**Salary and Compensation**

* Full-time Employee; 40 hour work week
* Starting Salary Range: $60,000 – $70,000 (based on level of experience)
* Medical/Vision/Dental Insurance
* Fringe Benefits include Life Insurance and Retirement

**Contacts:**

For more information, please contact:

Sylvia Armas-Abad, Latino Marketing and Outreach Consultant, Diocese of Orange

Email: sarmasab@nd.edu

Cell: 323-807-8595

Interested candidates should submit a Cover Letter and Résumé to the Superintendent of Schools, addressed as follows:

Greg Dhuyvetter, Superintendent of Schools

Diocese of Orange, Department of Catholic Schools

13280 Chapman Avenue

Garden Grove, California 92840