



ADMISSIONS & ADVANCEMENT COORDINATOR

ABOUT ASPENGROVE

Aspengrove is an independent International Baccalaureate Continuum school, with approximately 285 students ranging from JK3 up to Grade 12. We strive to provide an exceptional educational experience and a comprehensive co-curricular program in a caring and collaborative environment. Our staff and faculty are integral to creating an inspiring, inclusive, and positive learning environment and workplace at Aspengrove School.

Aspengrove's campus is situated on 40 acres in Lantzville, BC (neighbouring Nanaimo). Our campus allows our students to explore their interests in the arts, athletics, academics and outdoor endeavours. Aspengrove serves families from Ladysmith to Nanaimo to Qualicum and is the only ISABC school in the region.

POSITION OVERVIEW

Aspengrove School is inviting applications from energetic and passionate individuals for the position of Admissions & Advancement Coordinator. Reporting to the Director of Enrollment & Advancement, the coordinator will join a dynamic and collaborative administrative and educational team to support the enrollment and advancement goals of the school. The successful candidate will be highly organized, efficient, personable, and offer exceptional customer service to prospective and current families. They will be someone who wants to join a growing and active community, and brings with them care and enthusiasm for students and families.

RESPONSIBILITIES:

Admissions:

- Receive and respond to email, phone, and in-person inquiries from prospective families about Aspengrove and its programs
- Review, screen, and process all applications while offering support to families throughout the application process
- Proactively reach out to inquiries and manage and update inquiry lists
- Managing general website inquiry emails



ASPENGROVE

SCHOOL

- Manage the digital application files from inquiry to enrollment (tracking, data entry, communication)
- Manage the enrollment database and spreadsheets and support the monitoring of data to enhance recruitment strategies
- Participate in and assist with admissions events including in-person and online open houses, local marketing events, parent events, student orientations
- Maintain and protect the privacy & confidentiality of student and parent data
- Host and arrange school tours for prospective families
- Support with creating newsletters to inquiring families
- Liaise with various departments including Head of School & Principals, Marketing, Finance, Registrar

Advancement:

- Use database to support Advancement functions, including gift processing, mailing lists, managing constituent records, and generating donor reports as needed
- Support advancement events
- Responsible for data integrity in donor database
- Assist with communications to support donor stewardship
- Assist with acknowledgement letters/cards
- Assist in building and maintaining relationships with prospective, current, and alumni families and donors
- General administrative support as required

QUALIFICATIONS & ATTRIBUTES

- Bachelor's degree in business, marketing, public relations, education, or an equivalent combination of education and experience
- 2-3 years of related professional experience preferred
- Experience working in an independent school an asset
- Demonstrated ability to pay close attention to detail
- Excellent written and verbal communication skills, including telephone skills
- Focus on exceptional client service
- Demonstrated ability to prioritize work in a fast-paced environment
- Experience and proficiency in databases and spreadsheets



ASPENGROVE

SCHOOL

- Ability to work independently and collaboratively
- High professional standards for handling confidential information
- Empathy and sensitivity to other cultures and customs
- Exercise judgment, resourcefulness, and initiative in daily problem solving
- A collaborative spirit, cheerful disposition, and strong belief in teamwork
- Comfortable working in a busy, open office environment

ADDITIONAL DETAILS & BENEFITS

- Full Time, Monday-Friday, 8 am to 4 pm
- Comprehensive health and dental plan, and other extended benefits
- Salary range, commensurate with experience: \$55,000 - 65,000
- Generous vacation policy
- Very occasional evening and weekend work required

Aspengrove School encourages applications from suitably qualified candidates with diverse backgrounds. We value each community member's identity, perspective, and well-being, and embrace our differences as a sign of strength. We believe in diversity, equity and inclusion and are committed to equal employment opportunities.

While we thank all candidates for their interest, only those short-listed will be contacted. Please submit your resume and cover letter to our HR Administrator at kwebber@aspengroveschool.com no later than June 7, 2024.