

## 2 Enrollment Recruiters

Roman Catholic Bishop of Fall River, A Corporation Sole

**Supervisor:** Director of Enrollment and Marketing

**FLSA Status:** Full-time Exempt

### General Statement of Duties

The Diocese of Fall River is seeking two energetic, proactive, and tenacious sales professionals to join the Catholic Education Center's Leadership Team as Enrollment Recruiters. The Enrollment Recruiters will identify and outreach to targeted demographic groups to market the Diocese's Catholic schools. The Enrollment Recruiters will especially focus on reaching out to underserved populations in Southeastern Massachusetts. The Enrollment Recruiters will also provide consultative guidance and technical assistance to Catholic School Leaders and Admissions Teams to assist them with setting and meeting annual enrollment goals.

### Essential Duties and Responsibilities

- Work with Catholic School, Church, and Community Leaders and families and alumni to identify and recruit new students for our Catholic schools.
- Establish annual recruitment goals and plans in partnership with our Catholic School Leaders.
- Identify and reach out to key recruitment portals such as religious education programs, private pre-school programs, and community centers to establish and pursue recruitment opportunities.
- Outreach and meet with prospective students and parents and coordinates tours of our Catholic schools.
- Identify targeted demographic groups and develop strategies to outreach to diverse population segments such as low-income and middle/lower middle-income families and various racial and ethnic groups.
- Work with our Catholic School and Church Leaders to identify and establish a network of Madrinass to assist with the recruitment and retention of Latino students.
- Leverage the *Hope and Opportunity Initiative* to successfully recruit new students.
- Review and provide consultation to Catholic School Leaders regarding recruitment and admission processes to establish user-friendly procedures.
- Assist our Catholic School Leaders with accessing the MA Department of Early Education's voucher program inclusive of technical assistance and cultivation of Regional voucher center staff.
- Conduct in collaboration with our Catholic School Leaders an annual assessment of the recruitment efforts.
- Other duties as assigned.

### Education and Experience

Requires a Bachelor's degree; three years of progressively responsible related experience; equivalent combination of education and experience may be acceptable to the hiring authority. Knowledge of Admission/Enrollment/Educational Sales. A preference will be given to bi-lingual candidates. The individual will be a practicing Catholic. A competitive salary and benefits package is available. Should you be interested in applying for the Enrollment Recruiter position, please email your cover letter and resume to Sharon Sampson at [ssampson@dfrcs.org](mailto:ssampson@dfrcs.org) by Friday, December 9, 2016.