

Vacancy Notice
RECRUITING COORDINATOR

Skills such as organization, time management, attention to detail, and the ability to multitask are all important for this position. The ability to effectively communicate and build relationships with students and parents is very important in this role.

Recruiter responsibilities include:

- Work with the administration to design and implement the overall recruiting plan/strategy.
- Attract EP students by planning recruiting events and using multiple forms of communication, including social media.
- Act as a point of contact and build influential relationships with potential students.
- Promote the District's reputation as a great place to go to school.
- Assume a lead role for events and programs on campus, including coordinating the work of others involved in these programs.
- Visit local feeder schools and local events.
- Collaborate with coaches to provide consistent recruiting efforts.
- Organize/coordinate shadow days/tours.
- Monitor and track prospective students.
- Effectively utilizing the daily block to work on aspects of the recruiting plan.

The district anticipates that this position will require some time outside of the work day not to exceed 40 hours. The compensation for this position is one block of release per day for the year.

To apply, submit a letter of interest, complete resumé, and supporting documents to Superintendent Thomas O'Malley via email at tomalley@evergreenpark.org.