



# LA SALLE HIGH SCHOOL

LASALLIAN EDUCATION

*Transforming Lives Since 1680*

## Marketing & Admissions Coordinator

Reporting directly to the Director of Marketing/Communications and the Director of Admissions, the Marketing & Admissions Coordinator is primarily responsible for executing tasks in support of the school's communications and admissions efforts including events.

### Primary Duties and Responsibilities:

- Weekly publication of the school newsletter
- Management of all internal/external digital messaging boards
- Assist with requisition entries and coordination of purchasing for Marketing/Communications and Admissions-related services and materials
- Administration of the SWIFTK12 communication system to distribute various school-related communications
- Tracking and fulfillment of approved sponsorship requests, including the coordination of gifts in-kind within policy limits
- Assist with website updates, content creation and site review
- Preparation of promotional materials for shadows
- Assist with shadow-related activities, including student ambassador coordination
- Personalized email video messaging using CauseVid to support for Marketing and Admissions efforts
- Admissions event support, including Open House, Orientation and Commitment Night
- Assist with photography and video production to support content creation within the school's social media platforms and website
- Assist with the Admissions Ed Choice process, including application/renewal documentation management

### To Apply:

Interested candidates should submit their letter of interest, resume, three writing samples and two references to the Director of Marketing & Communications, Emily C. Buckley at [ebuckley@lasallehs.net](mailto:ebuckley@lasallehs.net).

Each applicant's resume and qualifications will be evaluated, and those deemed most qualified will be invited to participate in interviews.

*Employment is contingent on the successful completion of all background checks and VIRTUS requirements. La Salle High School is an Equal Opportunity Employer.*