Recruitment Family Coordinator

Lumen Christi Academies Mission

Lumen Christi Academies is an independent, culturally diverse network of PK-8 Catholic schools with campuses in Oakland and Contra Costa County. Centered in Christ and rooted in social justice, Lumen Christi Academies develops the whole person through a collaborative experience that is dynamic, innovative, and accessible to all.

Position Overview

In partnership with the Lumen Christi Academies Schools Executive Director and LCA Schools Leadership, the Recruitment Family Coordinator will work to broaden parent engagement, foster a collaborative relationship with the greater community and help streamline recruitment efforts across the network of schools. Through the continued development of community relationships, the Recruitment Family Coordinator will provide ongoing formation as well as learning opportunities to our parent communities. The Recruitment Family Coordinator will also focus on strengthening and building leadership capacity within the LCA Schools.

Primary Responsibilities

Community Relations

- Hold the vision for creating a warm, welcoming, and safe environment for parents.
- Foster positive working relationships with the principal, pastor, and parent leaders at each LCA school site.
- Support, strengthen and expand existing community relations and partnerships to aid in furthering the Mission of the LCA Schools.
- Interface with students, parents, and all members of the school community.
- Invite the community at large to expo type events showcasing student work
- Create and send out all calendars, newsletters, emails and calls to families and community partners as appropriate.
- Attend community events hosted by local churches, and other related organizations to develop a strong presence within the community to drive interest and promote the school.
- Invite local community leaders to tour the campus and schedule opportunities for community leaders to meet with school leadership and connect further with the school.
- Provide the voice of parents in school by obtaining and communicating feedback and pertinent information to the administration.
- Support with translation as needed.
Recruitment Family Coordinator

Formation and Learning Opportunities

- Assess the needs of parents at each school site by conducting surveys. Collect and analyze data to help with developing school, parent, and family goals.
- Utilize outside partnerships and community contacts to provide ongoing learning and formation opportunities for parents.
- Hold monthly parent meetings focusing on:
  - Development
  - Recruitment training to market the school
  - Develop student and parent ambassadors to assist with community outreach and recruitment of students.
- Lead the planning and organizing of:
  - Open House/Prospective Family Information Nights
- Plan and Coordinate parent trainings in collaboration with and to be executed by principal or other staff members.
- Recruit outside volunteers to host workshops according to the needs of the parent community.

Recruitment

- Develop a marketing plan for engaging and recruiting families.
- Coordinate and host parent tours.
- Work alongside financial aid faculty coordinator.
- Meet with parents, one-on-one or small groups, to build relationships and encourage assistance with recruitment.
- Provide support with open house enrollment and admissions process.
- Support the management distribution of enrollment forms for new and returning students.
- Create service opportunities to streamline recruitment efforts.
- Assist with translation of materials as needed.
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Essential Qualifications

This position will interface with a wide range of audiences and requires the ability to easily maneuver between diverse groups and build relationships to advance the Lumen Christi Academies Schools mission. Knowledge of development and recruitment strategies and the ability to enhance community relations and engagement, both in the wider community and within the parent community. An understanding of and experience working with underrepresented groups and sensitivity for the needs of multicultural communities. Ability to communicate effectively, both verbally (including oral presentations) and in writing; establish and maintain effective working relationships with parents, school leadership, pastors, vendors, and the public. Strong interpersonal skills, creativity, decision-making, use of discretion, teamwork, negotiation, service orientation, and public relations. Foster a sense of partnership and trust among various communities. Bilingual in Spanish a plus.

Experience

Minimum 3-5 years of experience in development, fundraising, recruitment, or other similar area. Bachelor’s degree in Marketing, Public Relations, or other associated field of study. Leadership and/or management experience including liaison and community building, program development, and supervision or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above-described essential duties.

Compensation and Benefits

This is a full-time, exempt position which will require some weekend and evening work. Compensation according to diocesan scale (E-5 $65-$75K) depending on experience and qualifications. Full diocesan benefits including medical, dental/vision, diocesan sponsored retirement at 8% of salary, life insurance, short/long term disability and other diocesan benefits.

Interested candidates please submit letter of intent and resume to:

Department of Human Resources
2121 Harrison Street, Suite 100
Oakland, CA 94612

Or email at: gespinoza@oakdiocese.org

Deadline to apply: January 7, 2022