Southern Teachers is assisting Fisher Island Day School in its search for an Admissions and Communications Coordinator. Reporting to the Head of School, the Admissions and Communications Coordinator supports all areas of enrollment management, including but not limited to admission, recruitment, and financial aid.

The Coordinator welcomes prospective students and families, conducts campus tours, and oversees the student selection process in collaboration with the admissions and financial aid committees. This person manages and maintains the student information system (Veracross) to ensure accurate and updated information and coordinates mailings and other admission-related communications. The Coordinator develops the strategic plan for all internal and external communication, including web content, social media, and communications to parents. He or she works with the Head of School to prepare content and presentation materials for parent meetings and events and develops and maintains the school archive of news items and digital images for online, print, and campus use.

Candidates should hold degrees in communications, marketing, public relations, or English and have at least three years of experience in communications, marketing, or public relations. The Coordinator must have a professional demeanor, excellent interpersonal skills, and a warm, friendly presence. He or she must be a good time manager and an effective writer and public speaker who is well organized and has experience with photography, design, writing, and editing.

Fisher Island Day School, regarded as one of South Florida’s finest independent schools, serves students in Early Learning (age 2) through eighth grade and is located on beautiful Fisher Island, accessible only by an eight-minute ferry ride from Miami Beach. Founded in 2004, FIDS is dedicated to preparing children for entrance into competitive high schools, for responsible citizenship in a diverse world, and for ongoing learning to lead fulfilling and meaningful lives. FIDS has the lowest student-teacher ratio of any South Florida independent school.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.