Southern Teachers is assisting Trinity Episcopal School with its search for an Associate Director of Admission to support all aspects of recruitment and enrollment by planning, organizing, and implementing programs, activities, and communications to attract and retain a diverse pool of students. In this eleven-month position, the Associate Director is expected to perform duties with confidentiality, discretion, integrity, good judgment, and a collaborative team spirit.

The Associate Director will manage confidential admission records in Rediker, process and respond to online inquiries and applications, upload supporting documents and update applicant checklists daily, respond to calls and emails from people interested in Trinity for their children, represent the school at recruiting events (school fairs, preschool visits, community organizations), help plan and host welcome events in the fall, and conduct private and group tours of the school campus. He or she will assist in devising the annual marketing plan, maintain the inventory of marketing materials and swag supplies, assist with the Saturday kindergarten observations, schedule class-day visits for applicants in grades 1-8 and provide teachers with assessment materials, conduct follow-up conferences with prospective families, oversee parent volunteers and the Shepherd Ambassador program (pairing new and current families to help with onboarding), and assist with planning of all welcome events for incoming families.

Candidates should be personable, warm, welcoming, and flexible, with a desire to build relationships as part of a team, a demonstrated love for children, and a willingness to go above and beyond in the best interests of students. They must have excellent interpersonal, presentation, writing, and communication skills; a high level of energy to work simultaneously on many tasks and projects; and sound judgment in conferring with people from a broad array of backgrounds regarding personal and sometimes sensitive topics. A background in childhood development or classroom experience is helpful but not required. The Associate Director must manage a database of prospective students, which requires proficiency in Excel and Google sheets. He or she must be able to synthesize data, update the website, run slide show presentations, work some Saturday and evening hours, and attend most school-wide events during and after school hours.

Founded in 2000, Trinity Episcopal School is an independent, coeducational school of more than 425 students in grades kindergarten through eight. Situated on an urban campus in the Garden District of Charlotte’s First Ward neighborhood, Trinity capitalizes upon the vibrant Center City as an extended classroom for cultural enrichment, hands-on learning, and opportunities to serve the community. A mission-driven school, Trinity is dedicated to three equally valued and thoroughly intertwined goals: creating scholars, nurturing spirituality, and embracing diversity.

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 as soon as feasible upon hire.