



St. Paul's High School

Director of Admissions and Marketing

St. Paul's High School is an independent, Catholic, grades 9-12 university preparatory school for young men. Founded in 1926, it has operated since 1931 by the English Canada Province of the Society of Jesus, a religious order of priests and brothers, also known as the Jesuits.

Position Description

The Director of Admissions and Marketing will help advance the mission of St. Paul's High School through the recruitment and admissions of new students as well as through the marketing and communications of the School. Through the use of relevant data and demographic information, the Director of Admissions & Marketing manages the recruitment, advertising and promotional activities associated with the Admissions process of the School. The Director of Admissions & Marketing will report to the President and work closely with the Principal and the Director of Advancement. The possible start date for this position is August 19th, 2019 or sooner.

The Ideal Candidate May Possess

- Certificate or Bachelor degree in marketing or a related field
- Relevant professional experience developing, managing and implementing a marketing, branding and recruiting strategy for an organization
- Experience with Adobe Creative Suite, specifically, InDesign, Adobe Photoshop & Illustrator, publication layout, photography layout, Microsoft Office Suite and other related programs
- Experience using social media, specifically, but not limited to Facebook, Instagram, LinkedIn, Vimeo, and Twitter
- Experience using ConstantContact or another email marketing software
- Excellent written and verbal skills
- Ability to think creatively, take initiative, problem-solve, prioritize tasks and be organized
- Strong team skills and willingness to be frank and to execute joint decisions
- Great competence in long-range (proactive) planning and strategy
- Knowledge and understanding of the general philosophy of the school and its Jesuit/Catholic ethos
- Strong interpersonal and communication skills with the ability to form effective relationships with a variety of publics
- Effective communicator: written, oral and via the use of social media
 - Strong written communication skills for the preparation of a variety of documents, submissions, reports, and public relations and advertising materials
 - Effective presentation skills combined with the ability to present information to a diverse group of individuals in an effective manner
- Well-developed planning and organizing skills, with the ability to effectively manage multiple, and often competing priorities.

Application Process

Interested candidates are asked to submit a covering letter, resume and a reference list to: Presidents Office, Re/Director of Admissions and Marketing Competition, 2200 Grant Ave. Winnipeg Manitoba R3P 0P8.

Alternatively, interested candidates may submit their package by email to : kbooth@stpauls.mb.ca

Only those candidates selected for an interview will be contacted.

Application Deadline: Friday, May 17th, 2019.