



ST. MARY'S ACADEMY

550 Wellington Crescent, Winnipeg, MB, R3M 0C1

204-477-0244

www.smamb.ca

St. Mary's Academy is a grades 7–12 Catholic girls' school in the tradition of the Sisters of the Holy Names of Jesus and Mary.

Career Opportunity

Admissions and Marketing Coordinator

This is a full-time, 37.5 hour per week, 12 months per year position. The incumbent will attend some activities and events outside of normal working hours. Some local travel is required. Position begins as soon as possible.

The Admissions and Marketing Coordinator is an ambassador for St. Mary's Academy who promotes and endorses the Academy's mission to nurture the learning, faith and service of young women. The incumbent will forge and strengthen relationships with prospective students and their families, nurture relationships with current students and their families and develop and strengthen relationships with various stakeholders. Driven to provide a leading-edge Academy education for qualified applicants, the sustainability of the school's diverse enrolment is a key priority. As part of the Communications and Marketing Department, the Admissions and Marketing Coordinator collaborates on the goals of the department and the success of initiatives. This position reports to the Director of Communications and Marketing.

Duties and Responsibilities

- Promotes an all-girls faith-based Academy education to prospective students and their families
- Supports students and their families during the application and admission process
- Provides tours and information about all St. Mary's Academy has to offer
- Responds to inquiries
- Prepares and sends information packages
- Coordinates and tracks responses
- With the support of School Leadership, facilitates Entrance Assessments, Interviews, Orientation and ensures a welcoming atmosphere
- Under the direction of School Administration, manages the waiting list
- Maintains up-to-date information on the website
- Prepares and sends student re-registration packages
- Receives and tracks student re-registrations
- Nurtures and strengthens relationships with current students and their families
- Fosters and strengthens relationships with stakeholders
- Performs other duties as requested

Role Specific Competencies, Qualifications and Requirements

- Post-secondary education
- Strong organizational and time management skills
- Creative, assertive, confident and reflective
- Excellent interpersonal skills and ability to work collaboratively with others
- Strong written and verbal communication skills
- Knowledgeable and comfortable on social media. Has a positive online presence.
- Strong computer skills, including high competency with Microsoft Office 365 and knowledge of the technical aspects of database management (knowledge of PowerSchool and Raisers Edge considered an asset)
- Demonstrated commitment to the principles and culture of learning, faith and service
- Positive role-model for young women

How to apply

Submit cover letter and résumé to Gina Borkofski, Director of Communications and Marketing at gborkofski@smamb.ca.

Application Deadline

November 5, 2021

We thank all applicants for their interest in St. Mary's Academy. Only applicants considered for an interview will be contacted. All applications will be held in confidence.