

COYLE AND CASSIDY HIGH SCHOOL AND MIDDLE SCHOOL

Position: School Admissions & Development Associate

Reports to: School President

Full-year, full-time position

Coyle and Cassidy is a Diocese of Fall River Catholic School with a rich history and tradition. The school is located on a spacious campus in Taunton, MA. We are a close-knit community of students, parents, family members, faculty, administrators, friends, and supporters. All in our Coyle-Cassidy family are dedicated to our Christ-centered, Catholic faith where we all have our eyes clearly focused on our goal of learning so that we may develop and use our Christ-given gifts to serve others and change the world for the better. Our school community shows its dedication to service through our extensive work both locally and beyond. Our food pantry and senior service projects are just two examples of how those in our community have such a wide reach and help so many every day. We are a school with an outstanding, rigorous college-preparatory academic program. We support a well-established athletic program with 23 varsity sports and many with other levels as well. We also take great pride in award-winning arts department (music, theater, and visual arts) with all opportunities available to all students.

Responsibilities

Marketing and Enrollment

- Implementing campaigns to increase enrollment
- Creating flyers, brochures, advertisements, social media campaigns and other materials
- Reaching out to community-based organizations, churches, other schools, and local businesses
- Organizing open houses for prospective parents and following up with attendees
- Tracking and reporting on student registration
- Assist current and prospective families to complete registration and financial aid applications as needed

Communications

- Updating the school website
- Managing and updating the school Facebook page
- Writing and designing the school's annual report

Development

- Communicating and working with the school's donors, alumni, and potential supporters
- Planning, coordinating and executing fundraising events
- Assist in the tracking of all donations and coordinate the writing of thank you notes

Desired Skill Set

- Strong commitment to the Catholic faith
- Commitment to the school's mission as a Catholic school
- Ability to work collaboratively with a team and also independently to complete goals
- Knowledge of Microsoft Excel, Word and social media platforms
- Excellent written and oral communication skills
- Ability to interact with a wide variety of people in a welcoming, respectful manner
- Flexibility to multi-task, along with the ability to prioritize and follow through
- Relentlessness, creativity, and willingness to do whatever it takes to ensure success
- Maturity, sense of humor, and a “roll-up-my-sleeves” attitude
- Strong organizational skills and attention to detail

Education/Experience Required: Bachelor's Degree and 3-5 years' experience. Start date: ASAP

If interested, please send a cover letter and resume to:

Dr. Bernard Audette
Coyle and Cassidy High School and Middle School
2 Hamilton Street
Taunton, MA 02780

Or via email to: baudette@cc.dfrcs.org