



1200 Davis Street, Evanston, IL 60201 | 847-866-6055 | 847-866-6545 fax | roycemoreschool.org

100 YEARS Proud history
Inspired future

Admissions, Development, Marketing and Communications Coordinator

Roycemore School, Evanston, IL

Now in its 105th year, Roycemore is a highly regarded, co-educational independent school for students from 3 years old through 12th grade. Located in Evanston, on the north side of Chicago, Roycemore enjoys a long-standing relationship with Northwestern University including the Northwestern option.

Our mission is to inspire and nurture excellence and prepare each student for success in higher education and in a dynamic and complex world.

Essential Functions:

Detail orientation and the ability to multitask while working independently is a must. This role will support the Admissions, Communications/Marketing and Development Divisions.

Admissions duties will include but are not limited to:

- Inquiry follow-ups via email and phone
- Application processing and follow-ups via email and phone
- Assisting with merit-based scholarship application collection and processing
- Scheduling tours, student visits and providing tours when necessary
- Assisting with in-person and virtual admissions events, school fairs, and other event planning and staffing
- Assisting with admissions data reporting
- Assisting with document proofreading and edits
- Assisting in the writing and distribution of admissions thank you letters and postcards
- Managing admissions supplies and giveaways

Development duties will include but are not limited to:

- Alumni and community relations
- Data entry and database management/reporting
- Coordinating mass mailings
- Email & social media campaigns
- Writing, editing and proofreading
- Management of Annual Report publication

Marketing duties will include but are not limited to:

- Website content updates via WordPress
- Social media posting, engagement, and reporting
- Newsletter writing, production, and distribution via Constant Contact
- Subscriber list management
- Event graphics and promotion via online websites
- Online reputation monitoring and engagement
- 'Brand Journalism' including story development, interviews, writing, and event photography/videography

Qualifications:

- Bachelor's degree
- Excellent interpersonal skills and ability to communicate in a professional manner with prospective and current families, students, staff, vendors and others
- Proficiency in Microsoft Office programs and ability to learn new software applications
- Knowledge of and ability to use the Internet and web-based systems like Google Drive
- Ability to organize multiple tasks and prioritize work
- Must be able to perform data entry quickly and accurately
- At least one year of previous office experience is preferred
- Experience with Adobe Creative Suite, Constant Contact, and social media marketing is a plus

POLICY OF NON-DISCRIMINATION

Roycemore is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

For immediate consideration please email your cover letter and resume with three references to:

Michael Organ
Director of Marketing and Communications
morgan@roycemoreschool.org

Please include 'Advancement Coordinator' in the subject line of your email application.