



Job Description

Position title: School Ambassador (part-time)

Reports to: Administrator

Type: Part-time, non-exempt support staff

Purpose: Advance Minerva Area Christian School's mission by building community partnerships, supporting marketing and admissions efforts, and managing select social media and outreach activities. This role blends community relations, marketing, and admissions support with an emphasis on representing the school in the local community and strengthening relationships that support enrollment and school visibility.

Key Responsibilities

Community Engagement & Partnerships

- **Identify, cultivate, and maintain** relationships with local churches, businesses, nonprofits, and community groups.
- **Develop partnership opportunities** (events, sponsorships, volunteer programs) that align with the school's mission and strategic goals.
- Serve as the school's representative at community events, fairs, and meetings.

Admissions & Recruitment Support

- **Support the admissions process** by following up with prospective families, coordinating campus tours, and assisting at open houses and recruitment events.
- Help create and distribute recruitment materials and maintain accurate prospect contact records.
- Coordinate with school staff to ensure smooth family onboarding and assimilation.

Marketing, Community Partnerships, & Social Media

- **Create and schedule social media content** that reflects the school's brand and mission; monitor engagement and suggest improvements.
- Assist with digital and print marketing materials, website updates, and email communications.
- Track basic metrics (social engagement, event attendance, inquiry sources) and report trends to the Administrator.
- Proactively schedule and conduct visits with local churches and community organizations; present Minerva Area Christian School at community meetings and events; develop partnership opportunities that increase visibility, referrals, and mission-aligned collaboration.

Volunteer & Event Coordination

- Recruit and coordinate volunteers for community and school events.
- Assist with event logistics, promotion, and post-event follow-up and stewardship.

Collaboration & Administrative Tasks

- Work closely with the Administrator and other staff to align outreach and messaging.
- Maintain and update contact and partnership databases; prepare brief reports and outreach summaries as requested.

Qualifications & Skills

Minimum education: High school diploma or GED.

Experience & skills (preferred):

- Experience in community outreach, customer service, marketing, admissions, or development.
- Strong written and verbal communication skills.
- Familiarity with social media platforms and basic content creation tools.
- Proficiency with common office software (email, word processing, spreadsheets).
- Ability to work independently, manage multiple priorities, and represent the school professionally in public settings.

Personal & Professional Qualities

- **Christ-centered character:** models the school's Statement of Faith and Lifestyle Statement in word and deed.
- **Relational and outgoing:** comfortable initiating conversations and building partnerships.
- **Organized and detail-oriented:** reliable follow-through on outreach and administrative tasks.
- **Flexible and team-oriented:** willing to work occasional evenings or weekends for events.
- **Discretion and professionalism:** maintains confidentiality and represents the school with integrity.

Essential Expectations and Hours

Hours: Part-time (typical range 10–15 hours/week); schedule to include some evenings/weekends for events.

- **Spiritual emphasis:** The school expects staff in support roles to integrate biblical principles into their work and to represent the school's mission publicly. This would include all interactions with the local community.

Submit your resume and cover letter to cstoffer@minervaareachristianschool.org

Or through Indeed: <https://www.indeed.com/job/school-ambassador-69e9529e4519bd33>