

Job Title: Admissions Manager-Early Education and Elementary School

Location: Fort Lauderdale, Florida, USA

Company: Jack and Jill Center

About Us:

Jack and Jill Center has been serving the Fort Lauderdale community since 1942. We are a community-based organization that provides comprehensive, holistic, wraparound support services to children and their families through our four core programs: Early Education program, Madelaine Halmos Academy Elementary School, Family Program and HEALTH program

Job Description:

As the Admissions Manager, you will play a vital role in the enrollment process, ensuring that prospective students and their families have a seamless and positive experience when applying to and enrolling in our school. You will be responsible for managing the admissions process, coordinating events, and providing guidance to parents and students throughout their journey.

Key Responsibilities:

1. Admissions Process Management:

- Oversee the entire admissions process from inquiry to enrollment.
- Review and evaluate applications for completeness and eligibility.
- Coordinate admissions interviews, assessments, and school tours with Education team.
- Maintain accurate records of applicant data and admissions statistics.
- Partner with Enrollment Coordinator to support families in obtaining funding opportunities such as ELC, SUFS, MOST.
- Lead re-enrollment/transition process for current students and families.

2. Parent and Student Engagement:

- Build and maintain positive relationships with prospective families.
- Act as a point of contact for inquiries and provide information about the school's programs and policies.
- Conduct informational sessions and tours for parents and students.
- Address any questions or concerns to ensure a smooth transition into the school community.
- Manages the admissions and enrollment processes across both schools ensuring that all key parental touch points always deliver our messages consistently, clearly, and at a high standard.

3. **Event Coordination:**

- Organize and host admissions events, including open houses and orientation sessions.
- Collaborate with marketing and communication teams to promote admission-related events.
- Represent the school at community and recruitment events.

4. **Admissions Marketing:**

- Assist in developing marketing materials, brochures, and online content related to admissions.
- Utilize social media and digital platforms to promote the school's admission process.
- Develop and maintain relationships with key community contacts including but not limited to feeder schools, chambers, relocation agents, embassies, and employers, with the intent to build brand awareness and generate leads.

5. **Data Analysis and Reporting:**

- Generate reports on admissions data, trends, and conversion rates.
- Use data insights to identify areas for improvement in the admissions process.

Qualifications:

- Bachelor's degree in education, business, marketing, or a related field preferred.
- Experience in admissions, enrollment management, or a similar role, preferably in an educational setting.
- Knowledge of Florida's educational regulations and requirements.

Knowledge, Skills and Abilities:

- Ability to anticipate needs and provide creative, imaginative solutions.
- Proven track record of innovation and taking initiative to make things happen.
- Experience using database/CRM tools
- Excellent phone etiquette and strong written, presentation and in-person communication skills.
- Excellent interpersonal and communication skills.
- Strong organizational and project management abilities.
- Strong working knowledge of Microsoft Excel, Word, and Google Apps