

Rivendell School is seeking an **Admissions and Communications Specialist** to join our community. ***If you are a results-oriented individual looking for a rare school environment, you belong with us at Rivendell!***

At Rivendell, ***we believe every child and every team member is unique.*** We take an individualized approach to education which focuses on the progress of each child rather than on the class average. We are a long-standing, independent, tuition funded elementary and preschool, in Fort Collins, Colorado.

Our diverse and inclusive environment is a big part of what makes the Rivendell experience so unique and enriching. At Rivendell School, ***we prioritize creating an inclusive environment*** where every individual feels valued and respected. We recognize the importance of embracing diversity and engaging with multiple perspectives. Our ***focus is on building cultural bridges and empowering our students*** to develop their heads, hearts, and hands. We believe in co-responsibility, where each member of our community plays a vital role in fostering a welcoming and supportive atmosphere for all.

Rivendell provides a **comprehensive package** of total value:

- Approximately 23 paid holidays
- Full time, 12 months
- 401k plan and potential employer match
- 15 Paid-Time-Off days
- Tuition remuneration (tuition and summer camp discounts)
- Medical, vision and dental insurance (effective in the 2nd month of employment)
- Additional compensation for extended care, enrichment camp, summer camp and stipend-based opportunities
- Short-Term and Long-Term Disability coverage
- Life Insurance AD&D
- Professional Development funding
- HRA and/or HSA employer contribution
- Estimated annual salary base pay \$45,000 to \$56,000 (depending on qualifications)

About the role:

The Admissions and Communications Specialist is a marketing-oriented position with responsibility for recruitment and retention of Rivendell families. The position is responsible for guiding families through the enrollment process and managing corresponding documentation, processes and systems. The position has a high level of engagement with parents as the lead for Rivendell Parent Association, coordinator of volunteers and managing communications and marketing content such as newsletters. The position acts in partnership on philanthropy efforts which may include event planning, open house coordination and facilitating tours for prospective families, volunteers and/or donors.

What you will be doing:

- Making a positive impact on the lives of our Rivendell community!

- Responsible for contributing to results-oriented marketing strategies and tactics, focused on meeting and maintaining Rivendell's enrollment targets.
- Coordinate with parents to meet individually and/or in groups to share information, answer questions, provide tours and secure the admission of students. Coordinate closely with the Head of School to deliver Open House events.
- Compose, edit, and publish various content: communications (for parents, alumni, volunteers, prospective families), forms, memos, brochures, handbooks, newsletters, and relevant guidebooks (partnering with stakeholders such as marketing, where appropriate).
- Manage volunteer program at Rivendell.
- Manage the school's student information system.
- Administration of the school's UPK (Universal Pre-K) program.

What we are looking for:

- ***We are looking for YOUR unique combination of experiences, talents and gifts.*** If you do not possess all of the outlined criteria for the position, ***we encourage you to apply*** anyway. We value a holistic perspective on what each candidate could bring to the community!
- Understanding of the Rivendell's value proposition for new families and ability to successfully articulate across varied communication forums (in-person, email, phone, etc.).
- Ability to consistently demonstrate welcoming and enthusiastic interaction style with prospective new, current or formerly enrolled families.
- Highly organized and self-motivated; ability to deliver timely results through event management milestones, accuracy in data and effectively prioritize workload.
- Preferred: One year of related experience or combination of transferable experience for the role.

Please note this job description is not a comprehensive list of activities, duties, and responsibilities required of this position. For more information on Rivendell School, including how to apply, please visit <https://www.rivendell-school.org/about-us/employment/> or send email to employment@rivendell-school.org with any questions. Application window is anticipated to close on or around June 6th, 2025.