



Title: Part-Time Outreach and Enrollment Coordinator

Reports to: CEO

Anticipated Start Date: February 15, 2024

Location: PCS West

About the position

Provident Charter School is seeking someone to support our Director of Enrollment who serves as the primary point of contact for prospective families at our campuses. The Part-Time Outreach and Enrollment Coordinator must be someone who is comfortable taking direction and talking with new people on a regular basis. They will provide tours and host events that promote our school. Evening and weekend hours are required, however, much of the hours dedicated to this position are flexible. The ability to listen to and retain detailed information is also integral to this role especially when talking with prospective families.

About our Schools

Provident Charter School West is located in Baden, PA. The school opened in August 2023 and will be enrolling students in grades 1-5 for the upcoming school year. Over the next four years, PCS West will expand to grades 1-8 with 360 students.

Even though this position is for our West campus it's worth noting that there are two Provident Charter School locations; Baden and Pittsburgh, PA. Both are publicly funded schools designed to address the needs of students with language-based learning differences such as dyslexia. Provident Charter School Central in Pittsburgh, PA opened at the start of the 2016-2017 school year and will be enrolling students in grades 2-4 for the upcoming school year. Located on the city's North Shore, this school serves students 330 in grades 2-8 from 44 districts in the Greater Pittsburgh Area.

General Responsibilities

- Warmly and successfully onboard families by establishing a rapport with parents, guardians, caregivers, and children.
- Learn about our organization well enough to share accurate information with prospective families.
- Plan, coordinate, and attend events related to promoting enrollment such as open houses, tours, children's events, family engagement events, etc.
- Make connections with various organizations and businesses through outreach.
- Effectively manage tasks with the Director of Enrollment.
- Conduct regular and professional phone and email correspondence with families.

- Support parents, guardians, and caregivers throughout the enrollment process which often includes providing help with application forms.
- Assist with sorting, organizing, filing, and distributing materials.
- Prepare forms to be electronically signed.

Required Qualifications

- 5+ years of experience in customer service.
- Ability to respond to oral and written directions.
- Ability to work independently and efficiently.
- Ability to maintain confidentiality.
- Detail oriented with the ability to find information using various programs and platforms.
- Ability to type, file, copy, and fax.
- Ability to function in a variety of word processing, database, and spreadsheet programs.
- Excellent communication skills.
- Outstanding dependability, initiative, creativity and decision-making skills.
- Ability to secure all necessary clearances.

Preferred Qualifications:

- Knowledge of special education and dyslexia.
- Experience working in a school or with children.

Terms of Employment: Approximately 20 hours per week.

Salary and benefits

- Pay is hourly at \$30/hr
- This position has the potential to become full-time.
- Part-time employees are not eligible for benefits.

How to Apply

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Human Resources Manager at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.