



Administrative Assistant / Marketing Coordinator

Full-Time | Catholic School Environment

POSITION SUMMARY

We are seeking a dynamic, detail-oriented, and creative individual to join our school team as an Administrative Assistant / Marketing Coordinator. This dual-role position supports the day-to-day administrative operations of the school office while leading marketing and communications efforts that celebrate and promote our Catholic school community. The ideal candidate is organized, tech-savvy, a strong communicator, and passionate about Catholic education.

KEY RESPONSIBILITIES — ADMINISTRATIVE OPERATIONS

- Serve as the primary contact for incoming phone calls; answer phones, take and relay messages professionally and promptly
- Place and manage orders for copy paper, toner, and general office supplies; monitor inventory levels
- Track baptismal and birth certificates to ensure complete and compliant student records
- Coordinate and collect Student Beginning-of-Year Forms and Emergency Contact Forms
- Collect and process Staff Beginning-of-Year Forms
- Assist with teacher licensure documentation and renewal tracking
- Prepare and maintain the daily Dismissal Announcement Sheet, updating as changes occur
- Maintain and update the Office Wall Calendar with all school events, meetings, and activities
- Assist with report card mailing at the conclusion of each academic year
- Create and distribute the 'Specials' scheduling worksheet for students and staff
- Process and send record request information for transferring students in a timely manner
- Prepare and submit the Monthly EdChoice Attendance Report to the designated contact
- Create and maintain permanent student records and files for all new enrollees

KEY RESPONSIBILITIES — MARKETING & COMMUNICATIONS

- Manage and maintain all school social media platforms, creating engaging content that reflects the school's mission and highlights community events
- Lead marketing efforts for school events, including the Gala, Service Projects, Catholic Schools Week (CSW), New Family Welcome, Registration, and other signature programs

- Coordinate and develop marketing materials for the Parent-Teacher Union (PTU)
- Maintain and regularly update the school website to ensure accurate, timely, and visually appealing content
- Conduct school tours for prospective families as needed, serving as an enthusiastic ambassador for the school
- Design and produce welcome car signs for new families
- Create and/or coordinate advertisements, materials, and logistics for sacramental and milestone events, including First Reconciliation, First Communion, Confirmation, and Graduation (including gowns and ceremony materials)
- Develop promotional and logistical materials for the Winter and Spring Choral, Band, and Spring Arts Concerts
- Create and maintain the Student Directory and school signage
- Support the #weGiveCatholic Campaign through marketing creation tools; coordinate and attend the Diocese of Cleveland (DOC) and School Planning Meetings

QUALIFICATIONS & SKILLS

- High school diploma required; associate's or bachelor's degree in communications, marketing, business, or a related field preferred but not required
- Proficiency in social media platforms (Facebook, Instagram, etc.) and content creation tools (Canva, or similar)
- Strong written and verbal communication skills
- Highly organized with exceptional attention to detail and the ability to manage multiple priorities simultaneously
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Workspace
- Commitment to the mission and values of Catholic education
- Ability to maintain confidentiality and handle sensitive student and family information with discretion
- Positive, team-oriented attitude with a welcoming and professional demeanor

WORK ENVIRONMENT

This position operates in a Catholic school office environment. The role requires the ability to communicate effectively with students, parents, faculty, and administrators. Some evening availability may be required. The successful candidate will demonstrate a respect for and commitment to the Catholic faith and the school's mission.

TO APPLY

Interested candidates should submit a cover letter, résumé, and three professional references to communications@stmichaelschoolinfo.com.

We look forward to welcoming a talented individual to our school family.