



EASTLAND-FAIRFIELD

CAREER & TECHNICAL SCHOOLS

4300 Amalgamated Place
Groveport, OH 43125

Shelley Groves
Superintendent/CEO

POSITION VACANCY PLEASE POST

POSITION:	Marketing & Recruiting Specialist – Adult Workforce Development
REPORTS TO:	Adult Workforce Development Director
APPLICATION DEADLINE:	Open until position is filled
STARTING DATE:	ASAP
QUALIFICATIONS:	Successful candidate must be a high school graduate or possess a GED/HSE Certification; Proficient in Google applications and Microsoft Office Suite; Have strong verbal and written communication skills; Be able to work independently and as part of a team; Prioritize multiple demands to meet deadlines; Have a professional attitude and the ability to maintain positive interpersonal relationships; Marketing and communication training and/or experience preferred; Experience with social media platforms preferred; Experience with student management systems preferred; Successfully pass a BCI/FBI background check.
RESPONSIBILITIES:	Manage student recruitment process including digital student inquiry database and ongoing communication via texts, emails, and phone calls with individuals throughout the inquiry to registration process; Assist prospective students by providing information regarding program availability, requirements, and other requested information; Assist in the completion of registration; Maintain electronic and hard copy student records; Coordinate marketing/recruitment efforts; Coordinate and collect social media content and general content for marketing purposes; Assist with minor website updates; Coordinate open house and career/job fairs; Coordinate marketing of adult programs to existing high school students. Maintain proficiency through professional development; Collect and maintain documentation for accreditation; Other duties as assigned.
SALARY:	Placement on the part-time as needed hourly salary schedule
TYPE OF EMPLOYMENT:	Part-time as needed; Hourly; Days and times may vary; No benefits associated with this position (future full-time employment opportunities may exist with this position.)
LOCATION:	Adult Workforce Development Center 4300 Amalgamated Place Groveport, OH 43125
APPLY:	Online at https://www.eastland-fairfield.com/page/job-openings

Contact Todd Hoffman for more information (614-836-4541 ext. 1560)

....AN EQUAL OPPORTUNITY EMPLOYER...

**EFCTS utilizes Google applications and Multi-Factor Authentication (MFA).
The MFA is via data or SMS capabilities of the employee's personal cell phone.**