



Job description

Admissions Coordinator

Bethlehem Lutheran School – K-8 & Early Learning Center

Job Overview

Bethlehem Lutheran School is seeking a passionate and driven Admissions Coordinator to support our K-8 and Early Learning Center programs. This vital role is the first point of contact for prospective families and plays a key part in growing our student community by communicating the value of our Christ-centered, family-focused academic environment.

The ideal candidate is relationship-focused, detail-oriented, and excited to share the story of our school with others. From managing admissions processes to leading tours and collaborating on marketing efforts, the Admissions Coordinator will guide families through a seamless and welcoming enrollment experience.

If you're someone who thrives in a collaborative Christian environment and has a heart for ministry and education, we'd love to hear from you!

Key Responsibilities

- Actively recruit families through various channels, events, and referral leads.
- Serve as the primary point of contact for prospective families, guiding them through the admissions journey.
- Conduct school tours and communicate program benefits with warmth, clarity, and enthusiasm.
- Coordinate the full admissions process: collecting records, completing paperwork, and entering data.
- Collaborate with the Executive Director, Principal, and ELC Director to set and support annual enrollment goals.
- Partner with the Marketing Coordinator on recruitment campaigns, materials, and community events.
- Track and report on admissions inquiries and new enrollments monthly.
- Support retention efforts by regularly engaging with current families.

What We're Looking For

- A deep love for Jesus and a passion for connecting with His people.
- A heart for ministry and a genuine desire to share our school's mission.
- A sales-minded approach with strong communication and relationship-building skills.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Strong organizational skills, attention to detail, and a commitment to confidentiality.
- A positive, professional, and flexible attitude.
- Creative thinking and a drive for continuous improvement in recruitment and admissions processes.
- Willingness to embody and promote Bethlehem's "Love On" way of life—at work and in the community.



Qualifications

- Prior experience in student recruitment or school admissions (preferred).
- Experience in a Christian school or ministry setting is a plus.
- Bachelor's degree (preferred).
- Proficiency in Microsoft Office and enrollment or database software.

Why Join Us?

This is a rewarding opportunity to help shape the future of our school while working alongside caring, mission-minded faculty and staff. You'll be part of a dynamic team focused on academic excellence, faith formation, and student success—all in a fun and nurturing environment.

Job Type: Full-time

Pay: From \$54,000.00 per year

Benefits:

- 403(b)
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance