

Admissions Director

Summerfield Waldorf School and Farm in Santa Rosa, CA, is seeking a full-time Admissions Director. The Admissions Director will increase the visibility and awareness of Summerfield Waldorf School and Farm in the broader community, and develop and implement strategies that ensure enrollment is at its fullest.

The Admissions Director manages and administers the enrollment process from beginning to end. This may include developing information packets, welcome packets, communicating with parents, and acting as the liaison between families and faculty members. In addition, the Admissions Director works closely with the school's Registrar, Board of Directors, Governance Council and Core Groups; and is overseen by and responsible to the Governance Council.

The Admissions Director works to develop and implement the advertising strategy for the school, as well as create the school's promotional material, all in coordination with the school's branding and communications group, the Core Groups and Development Office as appropriate. They organize and facilitate outreach events, open houses and other school visits, and conduct all prospective applicant tours.

The Admissions Director oversees, regularly reviews and updates the school's website in coordination with the Development Office.

Qualifications: Must possess excellent written and oral communication skills; Marketing and/or outreach experience preferred; Overall computer literacy is a must—this position requires knowledge of a myriad of computer programs (email, graphic design, website management) and the school's database.

Employment details: This is a year-round, full-time position; Monday through Friday, plus evening and weekend meetings and events as appropriate during the school year. Summer hours are flexible and should be arranged with the supervisor.

Salary and Benefits: Competitive salary commensurate with experience plus excellent benefits, including three weeks annual vacation; all regular school holidays and one paid week off at both Christmas and Easter.

Please email your **letter of intention**, along with a **resume**, to Michelle Bovard, Human Resources Coordinator at michelle@summerfieldwaldorf.org. Please also include **two references (with phone numbers)**. Feel free to contact Michelle Bovard should you have specific questions about this position.

Summerfield | WALDORF SCHOOL AND FARM

Early Childhood through High School • Established 1974

Physical Requirements for Employees at SWSF:

Summerfield is both a school and farm. Though we do have paved pathways between various buildings, many pathways are unpaved and rough. Some have steep inclines and declines, steps and holes.

Employees must have the ability to:

- Stand and walk on various-density and uneven surfaces for extended periods of time and significant lengths;
- Sit for extended periods of time, both in chairs and on the floor;
- Use a computer for extended periods of time;
- Squat, stoop and/or bend over;
- Reach overhead, grasp, push/pull up to 35 pounds for short distances;
- Lift and carry up to 45 lbs. at waist height for short distances.

Summerfield Waldorf School and Farm, located in Sonoma County, CA, was established in 1974, is AWSNA and WASC accredited, and serves pre-school through high school. For more information about Summerfield Waldorf School and Farm, visit www.summerfieldwaldorf.org.