



Awakening minds, enlivening hearts, and engaging hands for lifelong learning.

Job Opening: Enrollment Manager, half-time

We are seeking a well-rounded, well-organized, enthusiastic, and experienced Enrollment Manager to fulfil the school's enrollment needs.

About the School: Olympia Waldorf School currently serves approximately 90 students from preschool through eighth grade. Our faculty is comprised of two early childhood teachers, eight grades teachers, and two specialty teachers. A full administrative staff manages the daily activities of the organization. Olympia Waldorf School is fully accredited by the Association of Waldorf Schools of North America (AWSNA).

Essential Functions and Responsibilities:

- Develop, implement and oversee Enrollment Plan.
- Manage enrollment process in coordination with faculty and other parties.
- Respond and track enrollment inquiries in a cordial and professional manner.
- Oversee enrollment documents, resources, and enrollment page on website.
- Coordinate with the Parent Association on enrollment events and new family orientation. Serve as staff representative to the Parent Association.
- Provide group and individual tours of the school to prospective families. Represent the school at outreach events.
- Manage re-enrollment process in coordination with Business Administrator.
- Utilize database and manage enrollment module.

Required experience and skills:

- Proficient in Microsoft software programs
- Excellent communication skills, written and verbal

Desired qualifications, training, and experience:

- Strong understanding of Waldorf Education
- Experience in a school setting or with children
- Ability to work with minimal direct supervision
- Ability to prioritize and remain calm under pressure
- Program management experience – goal setting, productivity tracking, etc.

Schedule: 20 hours per week on average, mostly during school. Some weekend events are required.

Compensation: This position is a half-time salaried position (0.5 FTE). Compensation starts at \$16,665 and increases in increments for previous experience and education. Benefits include partial tuition remission and no-cost extended care.

Hiring Process: Qualified candidates will be invited to interview with the Business Administrator and other faculty and staff.

How to Apply: Interested candidates are asked to submit a cover letter, resume, and three professional references (at least two who served in a supervisory capacity) via email to sredde@olympiawaldorf.org. For more information, contact the school at 360-493-0906. We encourage you to visit our website to learn more about our school at www.olympiawaldorf.org.

OWS is an Equal Opportunity Employer and maintains a strict policy prohibiting all forms of unlawful discrimination based on race, religion, national origin, ancestry, citizenship, pregnancy, physical or mental disability, marital status, sexual orientation, gender identification, color, age, or any other characteristic protected by applicable local, state or federal law in its hiring and employment practices.