



Moorestown Friends School

ADMISSIONS COORDINATOR

At Moorestown Friends School, we weave academic rigor with Quaker values to serve a dual purpose: offering uncommon intellectual challenges while also instilling vital emotional and ethical attributes that empower our students. Our focus on relationships creates conditions for great intellectual daring, remarkably productive collaboration, and courageous perseverance. And our Quaker values impart universal principles of equality, compassion, reflection, and responsibility—which serve students from all backgrounds and belief systems and remain relevant in rapidly changing times.

Summary

Moorestown Friends School has an exciting opportunity as the Admissions Coordinator. This critical role requires both excellent people and communication skills, as well as data management expertise. While providing administrative support to the director, the assistant is key to creating an organized, efficient, and responsive office, enhancing the smooth functioning of the operation.

Position Hours: Monday- Friday 7:45am-4:15pm

Responsibilities:

- Manage the database (Blackbaud) for admissions, enrollment and re-enrollment, including generating decision letters and contracts and sending parent/guardian instructions, assisting prospective and current families throughout the process, if needed.
- Track, update, and report all data, including new students, re-enrollment, attrition, and students on financial or academic hold.
- Coordinate admissions-related events including weekend Open Houses, Admitted Students' Day, and other events often outside of normal business hours.
- Respond to phone calls and email inquiries and requests, including scheduling student visits.
- Manage Admissions Office correspondence.
- Be a welcoming presence for admissions visitors.
- Communicate with new families and gather all forms for enrollment.
- Maintain monthly data reports of all inquiries, applications, and enrollment for school leadership.
- Complete various questionnaires and requests for statistics from membership organizations.
- Manage Admissions testing events and organize all test materials.
- Prepare, send out, and track Financial Aid award letters; maintain Financial Aid Files for



the Financial Aid Committee.

- Manage all details related to the transfer of school records for students.
- Assist in any special projects, mailings, and programs that are admission related.
- Other duties as assigned

Qualifications:

- Bachelor's degree
- Expertise with Microsoft Word, Excel, Google Docs and Sheets, and Gmail
- Proficiency with database management; knowledge of Blackbaud preferred
- Excellent people skills and communication (speaking and writing) skills
- Two or more years of experience in admissions, event planning, or related field
- Excellent organizational and time management skills, including a keen eye for detail
- Can manage a fast-paced, dynamic environment
- Professional approach to all tasks using a collaborative and proactive attitude
- Commitment to the values and spiritual foundation of a Friends school
- Personal and professional commitment to diversity, equity, and inclusion and interest in creating an inclusive admissions experience for families.

Benefits

Moorestown Friends School offers a comprehensive benefits package which includes paid time off, medical, dental, vision, 403b with matching contribution, and company paid life insurance and long-term disability.

Moorestown Friends School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.