



Job Title: **Advancement/Admissions Coordinator**

Job Class: Full Time, Non-Exempt

Supervisor: Director of Admissions

Escuela Bilingüe Internacional is an independent co-educational day school with campuses in Oakland and Emeryville. EBI is a Spanish-English, IB World PK-8 School that provides the highest international academic standards in an environment that thrives on diversity, fosters global citizenship, and develops the character necessary to recognize that cultural uniqueness is the touchstone of our common humanity. EBI has an average student population of 355 and two campuses in Oakland and Emeryville.

Faculty and staff members of EBI demonstrate excellence in their positions as well as the following characteristics:

- Enjoy working in an international, diverse school environment
- Share in our values of bilingualism, educational excellence, diversity, global citizenship, and the cultivation of character
- Support the mission of EBI
- Bring a positive attitude and a sense of professionalism to the school community

Overview

The Advancement Coordinator is focused on resourcing, coordinating, and supporting the efforts of the school at both campuses regarding 1) development/fundraising, 2) admissions and 3) communications. This coordination will take place primarily through donor database management, administrative support for the development and maintenance of community reporting tools (website, newsletter, marketing and advertising materials, etc.), meeting logistics and departmental scheduling.

Specific Job Responsibilities

- Coordinate with accounting to process all donations/payments
- Create and mail donation “thank you” letters and receipts
- Update Generations database to track donors, donations and events



- Track timeline, fundraising amounts and donation goals
- Maintain website content integrity and provide guidance to optimize
- Maintain weekly school newsletter and distribution list integrity
- Special project management as needed for the department (i.e. marketing material design, development of promotional packets, set up/preparation for special events, etc.)

Admissions

- Maintain database of inquiries and applications for Admissions
- Maintain database on Admissions applicants
- Develop of Marketing materials

Development

- Coordinate and process donations
- Maintain database to support donor data, appeal/thank you mailings
- Oversee Annual Fund timeline
- Track donations by donor and maintain all trackers
- Support Spring Fundraising (Gala) preparation
- All Event Support (timeline, communication, material development, etc.)
- Develop and maintain online store

Communications

- Maintain EBI Platforms (ParentSquare, ConstantContact, etc.)
- Maintain, coordinate and send weekly newsletter communications (al Día) and other school-wide communications as requested
- Update EBI calendar (internally and externally)
- Develop and design Social Media posts/campaigns and flyers/materials for events
- Support and coordinate Yearbook efforts

Qualification Requirements

- Bachelor's Degree required
- Expertise in Microsoft Word, Excel, Google Suite, mail merges, and data input. File Maker or similar database experience a plus
- Excellent written and verbal expression, experience in proofreading and editing
- Strong organizational skills and attention to detail



- Ability to manage multiple projects, meet deadlines, and prioritize among assignments
- Ability to work independently and as an effective team player
- Demonstrated success as a confident problem solver
- Commitment to EBI's mission and values, and an enthusiasm for diversity, equity, inclusion, and belonging (DEIB) work.

EBI uses a salary scale that is based on education and years of experience and ranges from \$33.65 to \$40.86.

Application Process

To be considered for the position, please complete an [application](#), and send a letter of interest, a resumé, and contact information for at least *three professional references, including supervisors*, to employment@ebinternacional.org. Please generate all documents as one MS Word doc or a converted PDF file. Incomplete files, or files of candidates that do not meet the desired qualifications, will not be considered.

EBI is an Equal Opportunity Employer and is committed to diversity. We encourage all qualified candidates to apply.