



Church and School Relations Officer

Hours: 0.5 - 1.0 FTE
Wages: To scale (Benefits for Full Time)
Beginning Date: September 2024
Email: Please submit your CV to hr@prairie.edu

POSITION MISSION:

As part of the Admissions team, the Church and School Relations Officer plays an important role in Prairie College recruitment activities, as part of the public-facing team responsible for bringing awareness and driving growth at the college. This individual will build relationships with high schools and churches. This is a dynamic, and independent role that requires a proactive and confident person who is comfortable working with a variety of stakeholders including prospective students, parents and other supports, guidance counselors, youth pastors, teachers and other Prairie representatives.

DUTIES AND RESPONSIBILITIES:

- Build relationships with Schools and Churches
- Positively represent Prairie in order to recruit well-qualified students to the school;
- Provide information, assistance, and advice to prospective individuals and groups regarding the College's application procedure, policies, requirements, deadlines, and programs either in-person, via phone, mail, or electronic communication.
- Make travel arrangements associated with participation in Prairie College recruitment events. The position involves travel throughout Canada and potentially the United States, and includes evening and weekend work.
- Lead student teams to visit high schools and churches.

QUALIFICATIONS:

- Bachelor's degree preferred. A year or more of college-level Biblical education is an asset.
- Knowledge of and enthusiastic commitment to Prairie's mission, vision, core values, statement of faith, and community covenant, with annual renewal of support. Genuine endorsement of the philosophy and practices of the College.
- Vehicle operators license with preference given to those with Class 5 or higher with a clean record.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent written, telephone, and verbal communication skills.
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint, etc.)
- Mature, positive, and collaborative interpersonal skills with both staff and prospective students.
- Ability to manage multiple tasks and successfully meet deadlines.
- Ability to present and speak enthusiastically to small and large groups.



ACCOUNTABILITY:

- Reports to the Managing Director of Marketing and Enrollment

In accordance with the standards of the government, preference will be given to qualified applicants who hold Canadian citizenship or are a permanent resident of Canada.

Prairie's goal is to close the search process as soon as a qualified applicant is found. However, applications will be received until the position has been filled by a qualified person.