



**International  
School**  
Los Angeles  
**Lycée  
International**

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

## Community Outreach Coordinator

### About the International School of Los Angeles

#### **Mission:**

The International School of Los Angeles (LILA) is an international, preschool through 12th-grade school committed to academic excellence in a nurturing and intimate environment that encourages personal initiative, creativity and curiosity. Students are challenged through the rigorous and well-balanced bilingual curricula of the French and International Baccalaureate institutions. Our goal is to develop confident, caring, and open-minded critical thinkers who will thrive in a diverse competitive world.

#### **Values:**

The delivery of our mission is anchored in the commitment of each member of the school community to uphold the values of respect, excellence, and diversity.

### Job Description

**Title:** Community Outreach Coordinator

**Department:** Advancement & Admissions

**Reports to:** Marketing Manager

**Location:** School Administration Office, Burbank, CA

**Job Type:** Full-Time, Exempt

**Compensation:** Yearly Salary Rate of \$70k – \$75

#### **Context:**

The Community Outreach Coordinator will serve as a key member of the Advancement team, working closely with the Marketing Manager, Director of Advancement and Admissions team to build strategic relationships and conduct a variety of outreach activities to promote the International School of Los Angeles, focusing on its elementary locations.

#### **Main objective:**

To support the Advancement and Admissions teams; maintain and develop further an outreach program for the School.

#### **Key relationships:**

- Be an active member of the Advancement and Admissions Teams
- Collaborate with Campus Directors
- Coordinate with parent volunteers

#### **School Administration**

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, [www.internationalschool.la](http://www.internationalschool.la)

- Manage the parent-and-child class (LILA Mini Club) Instructor and maintain relationships with parents of registered students, coordinating contact with the Admissions team as needed

## Selection Criteria

### Essential qualifications:

- Native proficiency in English
- Bachelor's degree or equivalent relevant experience in marketing, communications, development, sales or related field(s)
- A solid understanding of preschool – 12th grade independent school culture
- Unimpeachable ethical standards and personal integrity
- Ability to successfully manage multiple tasks, projects and responsibilities
- Excellent interpersonal skills with the ability to work with a wide variety of diverse populations
- Experience planning and executing successful events
- A demonstrated trustworthiness in managing confidential information
- Demonstrated success at managing constituency relationships
- Highly organized, collaborative and communicative work style
- Ability and willingness to travel across the greater LA area
- Must have a valid driver's license and dependable transportation
- Flexible, with the ability to work evenings and weekends when needed
- Able to work independently

### Desirable qualifications:

- Experience in school outreach and marketing and communications
- Proficiency in French language and knowledge of French culture
- An understanding of the French education system and International Baccalaureate Middle Years Programme (MYP) and Diploma Programme (DP)
- Experience working with diverse populations in the local educational community
- Strong computer (Google Suite) and database skills (CRM, etc.)

## Specific Responsibilities:

Responsibilities include, but are not limited to, the following:

### Essential functions:

- Support and work as a full-time member of the Advancement team in implementing department and school goals
- Work with the Marketing Manager and Admissions team to refine and implement an Outreach Plan outlining clear strategies for targeting specific families together with French, Francophile, and internationally minded groups to cultivate an interest in the International School of Los Angeles
- Promotes school activities by shooting and scheduling social media posts, creating infographics and other appealing visuals as needed, with the aim of attracting new families to the School
- Research, identify, assess, visit and report regularly on feeder schools (for all entry points: preschool, pre-K, and K and other groups) and identify new sources of diverse prospective applicants

- Build, manage, enhance and maintain relationships with schools, counselors, community and professional groups and organizations leading to greater interest in the International School of Los Angeles
- Identify admission recruitment opportunities (outreach events) for preschool, pre-K and K; attend school fairs and presentations as well as manage school-hosted outreach and cultivation events
- Maintain tracking, project management and benchmarking information on outreach and recruitment
- Together with the Marketing Manager & Director of Admissions, help to develop and manage a network of volunteers (including ambassadors) to support recruitment efforts.
- Research and identify potential press/media opportunities
- Assist in identifying potential topics and opportunities for the School's Family Enrichment Series
- Provide detailed and consistent communications and reporting on all field activities
- Abide by school marketing and communications policies
- Manage and promote LILA Mini Club, the School's introduction program.

**General duties:**

- Support Advancement and Admissions teams with all department events and initiatives
- Attend meetings and events on weeknights and weekends, on occasion
- Travel to events and between campuses as needed
- Other duties as required

**Supervisor Responsibility:**

All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/ Expected Hours of Work:**

This is a full-time position with standard office hours Monday through Friday, with occasional evenings and weekends as required.

**Travel:**

Some travel to other LILA campuses for meetings and events, as well as to outreach events throughout the greater Los Angeles area.

**Work Authorization:**

***J visa holders cannot be considered.***

Must be authorized to work in the United States, take and pass the Department of Justice Live Scan, and health requirements of health screening, TB, and immunizations.

*The International School of Los Angeles provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**How to apply**

Please send your cover letter, resume and list of references to [cv@lilaschool.com](mailto:cv@lilaschool.com) (please put “**Community Outreach Coordinator**” in the subject line). The position is available for immediate hire, with applications considered on a rolling basis. No phone calls, please.