



Trafalgar Castle School

TITLE: Admissions & Advancement Assistant

STATUS: Full Time, Permanent

REPORTS TO: Executive Director of Community Development and Engagement

CLOSING DATE: Until a suitable candidate is found

Summary of Position

Trafalgar Castle School is an all-girls' day and boarding school situated in Whitby, Ontario. We've been around a long time (est. 1874) and may be small in size but we're big in heart and even bigger when it comes to bold ideas.

We're looking for an Admissions & Advancement Assistant to support our Admissions & Advancement teams. The Admissions & Advancement Assistant should be a team player who has a warm collaborative nature, positive energy, sense of humour and possesses superior organization and prioritization skills. This person will have a genuine empathy for prospective families and donors and an awareness of the needs and sensitivities of all constituent groups.

You have:

- Two to three years of experience in an administrative role;
- A high school or college diploma and/or relevant work experience in a related field such as customer service;
- Excellent communication skills;
- A high degree of diplomacy, tact and confidentiality;
- Excellent time management and organizational skills;
- Ability to adapt to changing circumstances in a fast-paced environment;
- Familiarity with Mac, Windows, and iPad computing, the Google Apps suite, and database (Blackbaud or SchoolAdmin) and Raiser's Edge experience; and
- Strong knowledge of independent day and boarding schools.

You are:

- Highly customer-service focused with an eye for detail
- A collaborative team player who is also able to work well independently

What you'll be doing:

- Provide prospective families with the appropriate information and help explain the application and enrollment processes;
- Schedule and conduct campus tours and day visits for prospective students and families;
- Support with all of the administrative processes regarding admissions recruitment, assessment, and enrollment;



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- Support with admissions events, including in-house assessments, open houses and onboarding (occasional evenings and weekends);
- Provide administrative and travel arrangement support to the Admissions team;
- Assist the Advancement Team in the development of robust prospect portfolios and the identification and research of new prospective donors;
- Supports the Executive Director of Community Development and Engagement with database administration and maintenance;
- Assists with gift entry and processing work and the development of data segmentation reports and mailing lists (including acknowledgment letters, tax receipts and work with Raiser's Edge);
- Assist in the planning and implementation of donor recognition, volunteer and cultivation receptions and events; and
- Other duties as required.

Here's what we offer:

- Working in a Castle! You'll see when you get here, it's a beautiful place to be;
- Competitive salary;
- Free parking;
- Lunches provided (taxable benefit);
- RRSP matching;
- Summer hours;
- Half-day Fridays prior to long weekends;
- Discounted tuition for children of staff;
- Ability to work remotely;
- Really great colleagues who do fun things together; and
- A welcoming and vibrant school community.

Please submit your covering letter and resume to careers@trafalgarcastle.ca.

Trafalgar Castle is committed to fostering an inclusive, diverse and respectful environment where everyone feels they belong. We welcome and encourage qualified applicants who share our commitment. We are also committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources at careers@trafalgarcastle.ca so that we may work with you to meet your needs.

As a condition of employment, successful candidates will be required to submit a current original Vulnerable Sector Screening from the police jurisdiction in which they reside prior to commencing employment.

For the health and safety of our staff and students, our School has made COVID-19 vaccinations mandatory. Proof of being fully vaccinated against COVID-19 with a vaccine approved by Health Canada is a condition of employment.

For further information, please visit us online at www.trafalgarcastle.ca