

Admissions & Outreach Director

Reports to: Head of School

Status: Full-Time, Exempt

Team Size: ~20 Colleagues

Position Summary

Working at East Bay Montessori opens up myriad opportunities, both personal and professional. The Admissions & Outreach Director reports to the Head of School and collaborates with the administrative staff in all aspects of admissions. The successful candidate will join a dynamic team and will quickly assimilate into all aspects of a vibrant Montessori school culture. We foster an environment of equity and inclusion as we build a school community of individuals who are an actual representation of the world we live in.

The Admissions & Outreach Director should be a positive role model with a strong work ethic and sense of autonomy, as well as someone who actively embraces life-long learning and a collaborative approach to education, balanced with a strong sense of autonomy. The position is an excellent opportunity to acquire transferable skills in the educational and non-profit arena. Responsibilities may evolve over time in alignment with school needs.

Core Responsibilities:

Overseeing outreach to the school community and the prospective community through a lens of Montessori pedagogy. Ensuring clear communication concerning admission activities to prospective families throughout the admission process.

- Overseeing, implementing, and coordinating all aspects of the admissions pipeline: fostering inquiries, leading admissions tours and open houses, organizing applications, coordinating and overseeing student visits, and working with teachers and the Head of School to accept families who are mission-aligned.
- Develop and execute a comprehensive enrollment strategy to meet annual enrollment targets, including inquiry conversion, yield optimization, and retention initiatives.
- Performing the administrative admissions tasks: monitoring office priorities and deadlines; managing much of the daily outreach routine and procedures; and coordinating and maintaining the general admissions calendar. Providing other administrative and school support to the collective whole, as needed.
- Developing marketing and retention materials and events, including maintaining a social media presence.
- Bringing strong people skills to build confidence and enthusiasm among current and prospective students and families.

- Assisting and participating in recruitment events. Assisting in the coordination of parent docent volunteers. (Evening and weekend job assignments are occasionally necessary.)
- Collating and preparing applications for review.
- Supervising and executing the school's community outreach.
- Coordinating enrollment documents and other decision letters, assisting with mailings, and following up after enrollment with welcome procedures, medical, and emergency contact paperwork.
- Collaborating with our administration to streamline various aspects of the school-wide admissions process.
- In tandem with the HOS and the Parent Association, developing parent education and outreach events for retention and community building.
- Entering student information into the database, updating the alum database.

Qualifications:

- Bachelor's degree required.
- A minimum of 3 years of experience in Admissions.
- Experience in / exposure to Montessori classroom environments.
- Superior attention to detail combined with organizational and problem-solving skills.
- Ability to handle multiple tasks under tight deadlines with patience, flexibility, and accuracy.
- Ability to work with a minimum of supervision to prioritize and carry out tasks
- Ability to write and edit well.
- Effective customer service skills and professional demeanor, consistent with outstanding support and service.
- Excellent computer skills: knowledge of Microsoft Office Suite and Google Workspace. Familiarity with Internet research tools and design programs such as Canva. Willingness to learn how to interface with Clarity (our online application tool) and the school's database infrastructure.
- Ability to manage confidential information.
- Appreciation for the power of education and the impact it can have on a child's life.
- Flexible and resilient with a down-to-earth, hands-on style.
- Satisfaction in making things work even when that work is behind-the-scenes and success isn't immediately visible.
- Exceptionally organized, communicative, and detail-oriented.
- Able to toggle between high-level strategy and everyday problem-solving.
- Trustworthy, discreet, and thoughtful in all interactions.
- A keen sense of humor helps (we are a fun group)!

Success in This Role Looks Like:

- Strong inquiry-to-enrollment conversion
- Positive family experience
- Full enrollment across programs
- Clear and consistent communication

April 2026

Salary Range: 90K - 120K

Benefits

- Salary commensurate with experience
- PTO for personal and sick days, plus vacation
- Health and dental benefits
- 403(b) retirement plan

To Apply: Must be eligible to work in the U.S. Send resume and cover letter by May 10, 2026, as one PDF document to Alissa Stolz, Head of School, c/o jobs(at)eastbaymontessori.org

EQUAL EMPLOYMENT OPPORTUNITY POLICY

East Bay Montessori School admits students of any race, religion, color, citizenship, national or ethnic origin, sex, and gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. East Bay Montessori prohibits discrimination in the administration of its educational and employment policies, financial aid programs, and other school-administered programs. Feel free to contact us at info@eastbaymontessori.org.