



MENNONITE BRETHREN COLLEGIATE INSTITUTE

173 Talbot Avenue
Winnipeg, Manitoba
Canada R2L 0P6

P 204.667.8210
F 204.661.5091
E info@mbsci.mb.ca

Position Description

Position: MBCI Director of Student Recruitment
Accountability: Principal
Full-time Equivalent: 1.0 FTE

MBCI invites applications for a full-time Director of Student Recruitment. Working closely with the MBCI Board of Directors and Leadership Team, the successful candidate will develop a comprehensive annual recruitment and retention plan to grow enrolment.

Position Summary

- Responsible for the recruitment and retention of Canadian and International students
- Administration of the International Student Program
- Administration of the German Exchange Program
- Develop and grow relationships with member churches and schools to create meaningful partnerships

Recruitment & Retention

- Work collaboratively with PR Manager on development of promotional materials
- Meet with the Principal and PR Manager to provide input into the communications strategy and plans as it relates to recruitment
- Plan activities and events to promote the school including church youth events, Open House, Days at MBCI (shadow days), Pastors' breakfast, etc.
- Meet regularly with Youth Pastors and Children's Ministries leaders to build strong connections to youth in member churches
- Grow relationships with schools to create and formalize feeder school partnerships
- Explore options for a database that could manage prospective student/family information to aid in analyzing information to identify trends and opportunities and to assist with relationship management.
- Develop and maintain positive relationships with other independent schools in consideration of learning and sharing best practices with respect to student recruitment



MENNONITE BRETHREN COLLEGIATE INSTITUTE

173 Talbot Avenue
Winnipeg, Manitoba
Canada R2L 0P6

P 204.667.8210
F 204.661.5091
E info@mbsci.mb.ca

International Student & German Exchange Programs

- Negotiate agreements, develop, and maintain ongoing and positive relationships with International student recruiting agencies.
- Responsible for managing the Home Stay Program, working in collaboration with Home Stay Facilitator to recruit, monitor and maintain positive relationships with host families.
- Develop and implement partnerships with sister schools overseas
- Coordinate regular meetings with the International team to review progress and challenges
- Responsible for maintaining positive relationship with Coordinator of German Exchange Program with August Hermann Francke Schule in Detmold, Germany. Manage all aspects of exchange program.

Reporting

- Keep Principal and colleagues informed of activities and plans
- Maintain positive communications with staff on issues related to recruitment and retention
- Keep Advancement & Recruitment board committee informed about enrolment trends and activities and plans

Other

- Other duties as assigned by the Principal

Qualifications

- A diploma or undergraduate degree in business or arts
- 2-4 years previous experience in a related field
- Experience in communications and marketing an asset
- Excellent organizational, communication and relational skills
- Demonstrated creativity and ability to work in a team environment

Interested applicants should submit a resume and statement of faith before October 26 to:

Mennonite Brethren Collegiate Institute

Attention: Andrea Neufeld, Principal

173 Talbot Avenue

Winnipeg, MB R2L 0P6

P: 204.667.8210

E: aneufeld@mbsci.mb.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.