Catholic Diocese of Evansville
Catholic Schools Office
4200 N. Kentucky Ave • P.O. Box 4169
Evansville, Indiana 47724-0169
Phone: (812) 424-5536 • Fax: (812) 424-0973
Web Address: www.evdio.org

**School Name:** **Reitz Memorial**

**Contact Name:** **Josh Reising**

**Contact Phone Number:** **812-303-0009**

**Contact Email:** **jreising@evdio.org**

**Date Posted:** **6/9/2026**

**Date Closed:** **Until filled**

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**Job Type:** **Non-Certified**

**Employment Type:** **Full-Time**

**Title/Position:** **Other**

**Grade Level/Subject Area:** **Director of Enrollment & Communications**

**Start Date:** **7/6/2026**

**Job Description/Responsibilities:**

**The Director of Enrollment and Communications leads and executes the school's comprehensive enrollment and communications strategy while directly managing all day-to-day admissions operations. This role combines strategic leadership and hands-on execution, ensuring both the design of effective enrollment systems and the personal, high-quality engagement of prospective students and families. The Director is responsible for enrollment growth, admissions processes, and delivering a seamless, mission-aligned experience from first inquiry through enrollment.**

**Enrollment and Retention Management**

**□ Serve as the first point of contact for all inquiries/questions associated with enrollment/admissions.**
**□ Ensure that each inquiry receives high-touch, personal service throughout the admissions process to maximize conversion rates from inquiry to visit, from visit to shadow, from shadow to application, and from application to enrollment.**
**□ Responsible for managing all applicant files; receiving and processing enrollment applications.**
**□ Provide notifications of acceptance to students and transfer applications to the main office.**
**□ Assemble data and ensure application documents and submission dates are met.**
**□ Assist in informing prospective students of the availability of all forms of Financial Aid at RMHS (including scholarships, Indiana School Choice vouchers, and/or grants).**
**□ Cultivate and maintain ongoing relationships with partner schools to encourage RMHS enrollment interest.**
**□ Coordinate outreach to partner and non-partner schools and actively participate in recruitment efforts (public speaking/presentations, events, school visits, home visits, etc.).**
**□ Design and provide regular, impactful communication to each prospect in the form of personalized emails and invitations to relevant school events. Design and send enrollment e-newsletters.**

**Develop, plan, and promote enrollment-related events (Open House, Half-day visits from partner schools, Shadow Day program, and other community events as needed).**
**Work with guidance and the business office on additions and withdrawals to the student body.**
**Analyze enrollment data: new enrollment numbers, recruitment trends, partner school capture, demographics, inquiries/visits, tuitions, etc.**
**Analyze turnover of students and identify potential causes of turnover and strategies to improve retention.**
**Work with administration and faculty to develop and execute specific retention efforts.**
**Work closely with the Director of Advancement and Alumni Engagement, Director of Marketing and Broadcasting, and President to create marketing materials and content to promote recruitment and the RMHS brand.**

**Communications**

**Serve as the primary point of all RMHS communications inquiries.**
**Collect content and publish the weekly RMHS newsletter (distributed to students, parents, faculty & staff).**
**Serve as the administrator of the e-newsletter system.**
**Coordinate outreach and serve as the liaison between RMHS and partner schools to streamline communications needing to be shared.**

**Qualifications:**

**Competencies / Skills**

**Excellent verbal, written, social media, and public speaking communication skills.**
**Strong proficiency with computer software, including Microsoft Office suite, social media platforms, Adobe Creative Suite, Canva, etc.**
**Strong attention to detail with the ability to remain organized even when receiving information from various sources.**
**Ability to work independently, with limited direct supervision.**
**Demonstrated professionalism, reliability, and a strong work ethic to complete a job properly.**
**Serve as a role model to demonstrate appropriate behavior to students.**

**Qualifying Work Experience**

**2+ years' experience in marketing or communications, public relations and social media management.**

**Required Education and Licensures**

**BA/BS degree in Marketing, Communications, or relevant field.**
**Clean background check.**

**Application Instructions:**

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at **cso@evdio.org**.

**Application Packets** can be downloaded from the Diocese of Evansville website.
Certified Teacher Application **http://www.evdio.org/certified-employee-application-instructions.html**
Non Certified Application **http://www.evdio.org/non-certified-employee-application-instructions.html**
Bus Driver Application **http://www.evdio.org/bus-driver-employee-application-instructions.html**