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: **Washington Catholic Middle/High**

Contact Name: **Douglas Palmer, Ph.D.**

Contact Phone Number: **812-254-3845**

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

Date Posted: **9/16/2026**

Date Closed: **When Filled**

Job Type: **Non-Certified**

Employment Type: **Full-Time**

Title/Position: **Director of Enrolmment and Marketing**

Grade Level/Subject Area: **N/A**

Start Date: **9/16/2026**

Job Description/Responsibilities:

Enrollment

- **Serve as the primary point of contact for prospective families from initial inquiry through enrollment.**
- **Build positive relationships with families and provide timely, welcoming follow-up.**
- **Coordinate school tours, shadow visits, open houses, and other recruitment activities.**
- **Maintain and track inquiries, applications, enrollment, and follow-up.**
- **Work with the President and principals to identify opportunities for enrollment growth and student retention.**
- **Help families understand tuition, financial assistance, school choice programs, and the enrollment process.**
- **Develop relationships with parish families, local childcare providers, community organizations, employers, and other potential sources of enrollment.**

Marketing and Communications

- **Promote Washington Catholic Schools in ways that support student recruitment and retention**
- **Maintain the school website and social media presence with accurate, timely, and engaging content.**
- **Develop basic print and digital materials for recruitment, events, and school promotion.**
- **Share stories that highlight students, faculty, programs, faith, and school life.**
- **Ensure that school communications reflect the mission, priorities, and voice of Washington Catholic Schools.**

- **Coordinate major public-facing communications with the President and appropriate school leaders.**

Teamwork and School Community

- **Work closely with the President, principals, faculty, staff, parish, and families.**
- **Represent Washington Catholic Schools with warmth, professionalism, discretion, and good judgment.**
- **Contribute ideas while working collaboratively within established school priorities and decision-making processes.**

Qualifications:

- **Relevant experience in enrollment, admissions, recruitment, customer service, sales, communications, education, nonprofit work, or a related field preferred.**
- **Bachelor's degree preferred but not required.**
- **Strong interpersonal, written, verbal, and organizational skills.**
- **Warm and professional manner with families and community members.**
- **Ability to manage follow-up, details, and multiple priorities reliably.**
- **Willingness to learn enrollment systems, social media, website tools, and other communication platforms.**
- **Strong commitment to teamwork, collaboration, and the mission of Catholic education.**
- **Ability to speak and write in Spanish and/or Haitian Creole is highly desirable.**

Desired Characteristics

The successful candidate will be welcoming, dependable, organized, relational, and mission-driven. Washington Catholic Schools values good judgment, initiative, humility, follow-through, and the ability to build trust with families.

This position is well suited for someone who enjoys people, believes in the mission of the school, and takes satisfaction in helping families find the right educational home for their children.

Additional Instructions:

Submit Resume and Cover Letter to tabithaunderhill@evdio.org

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**