



Director of Community Life
Job Description
Covenant Christian School
Updated April 15, 2019

Qualifications

1. Membership in good standing of an evangelical church.
2. College degree and previous position-related experience desired.
3. Organizational skills and proficiency in oral and written communication skills.
4. Knowledge of word processing and presentation software or the ability to be trained in their use.
5. Ability to assume responsibility, display initiative, and exercise good judgment.
6. Ability to delegate responsibilities as required.
7. Professional, personable and dependable.

Reports To

This position reports to the Head of School.

Essential Responsibilities

1. Pray regularly with and for the students, parents, faculty and staff of Covenant Christian School.
2. Working with the Head of School:
 - a. Develop community life goals for the school.
 - b. Develop communication goals for the school.
 - c. Establish a marketing plan for the school year and oversee its implementation.
 - d. Establish a community events calendar and oversee its implementation. Community events would include: Back-to-School Night, Grandparents Day, Christmas Chapel, Fine Arts Fest, Funky Pelicans, etc.
 - e. Establish a calendar and provide media support for special chapels, Morning Gathering and C-Groups.
 - f. Establish the school's communication calendar for grandparents and alumni and oversee quarterly newsletters directed toward these constituencies.
3. Manage the school's social media presence.
4. Provide staff support for the school's parent association, Parents at Covenant School (PACS).
5. Provide staff support for student clubs (i.e. robotics).

6. Ensure that the school's website content is up to date and work with the Head of School and the school's marketing company to manage changes.
7. Take photographs in support of the school's communication goals.
8. Ensure that the school's décor is updated, appropriate for guests and supports the school's community life and communication goals.
9. Perform other duties as may, from time to time, be assigned by the Head of School.

To Apply

If interested, please submit a current résumé, cover letter, and written educational philosophy statement to:

Rev. John Roberts, Head of School
Covenant Christian School
2145 North Ballas Road
St. Louis, Missouri 63131