



LCBI Job Description

Social Media Coordinator, Recruitment Assistant and Rentals Coordinator

Job Title: Social Media Coordinator, Recruitment Assistant and Rentals Coordinator	Supervisor: Admissions Officer	Incumbent: Salary: \$32,000
Type: Full Time	Department: Development	Start Date: August 20th, 2025

Key Performance Areas and Accountability:

The Social Media Coordinator and Recruitment Assistant play an important role in the life and future of Lutheran Collegiate Bible Institute. As a Social Media Coordinator, you are involved in relaying current events and activities through social media platforms. You are responsible for promoting LCBI's reputation by developing and distributing content and other media important to the promotion of the school in conjunction with the Admissions Officer. As Recruitment Assistant you are involved in the day to day recruitment process. You will assist the Admissions Director by identifying potential students by researching and contacting families, agents or other networks. The Recruitment Assistant will also host a two week International Student Exchange Program in January. As a Rentals Coordinator, you will be responsible for managing the rental process for a variety of items or buildings across campus.

Description of Social Media Work Duties:

- Develop content and distribute social media content.
- Assist in the implementation of Social Media programs to our supporting constituency, current and potential students.
- Evaluate the effectiveness of social media platforms.

Description of Recruitment Assistant Work Duties:

- Assist in identifying potential students by researching alumni families and passing along information to the Admissions Director or Alumni Association
- Attend youth conferences and recruitment events to meet prospective students
- Help coordinate events like Spend-A-Days, Open House and Virtual International Open Houses
- Develop, market, and execute an International Student Exchange Program focused on the Brazilian market in January. Explore opportunities to have an ESL Summer Camp



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Description of Rentals Coordinator Work Duties:

- Answer inquiries from customers about rental options, prices, and availability
- Prepare facilities for rentals including but not limited to gymnasium, dorms, student center kitchen and chapel.
- Complete a proper check in and check out before and after each rental session
- Be “on call” during rental groups time at the school
- Create rental promotional products to help promote available rental properties to host specific camps and youth events throughout the year such as club volleyball and basketball training camps and tournaments, Sask Music and Choral Camps, Judo Camp and Sask Fencers.

Other Administrative Duties and Responsibilities:

- Assist in the operation of LCBI Summer Programs.
- Assist the campus life department as needed

Candidate Qualifications

- A believer in the Christian faith and one who works to practice it.
- Experience in the areas of communication, public relations or a combination of life experience related to LCBI
- Ability to take the initiative in implementing social media content.
- Strong working knowledge of communication principles and practices.
- Must possess excellent oral, written and interpersonal communication skills with strong writing and editorial abilities.
- Strong communication skills and ability to connect with and relate well to both students and parents.
- Multiple languages spoken as asset