



Gibault Catholic High School, located in Waterloo, IL, was founded in 1966 and has a rich history of educational innovation while offering a college-prep experience in a faith-filled environment. The mission of Gibault Catholic High School is to provide a Catholic educational community that celebrates the dignity and uniqueness of every person, cultivates lifelong learning and the pursuit of excellence, fosters faith, inspires commitment to justice and service, and works to develop a life-affirming relationship to the world.

We are excited to introduce a new phase as we embark on a journey of transformation and growth. We are thrilled to introduce our revamped office staff with the positions listed below. Our commitment to excellence in education remains unwavering and this restructuring of our staff positions reflects our dedication to providing a faith-filled, student centered learning environment.

Since the roles now look different, all office positions are being posted as follows:

- Principal
- Faith Formation Coordinator
- Educational Success Coordinator
- Admissions and Advancement Coordinator
- School Administrative Assistant
- Business Manager
- Part time Athletic Director



GIBAULT CATHOLIC HIGH SCHOOL

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**POSITION AVAILABLE:  
ADMISSIONS AND ADVANCEMENT COORDINATOR**

Gibault Catholic High School is seeking a dynamic and motivated individual to join our team. This position plays a crucial role in both recruiting prospective students and fostering relationships with alumni and donors to support the school's mission and growth.

**Responsibilities:**

- Coordinate all aspects of the admissions process, including outreach, application review, interviews, and enrollment.
- Develop and implement recruitment strategies to attract a diverse pool of prospective students.
- Cultivate relationships with feeder schools, community organizations, and other stakeholders to promote Gibault Catholic High School.
- Plan and execute events such as open houses, information sessions, grade school events, and school tours to showcase the school to prospective families.
- Manage the school's advancement efforts, including fundraising campaigns, donor cultivation, and stewardship.
- Collaborate with the President to create marketing materials, newsletters, social media accounts, website, and other communications to engage alumni and donors.
- Maintain accurate records of admissions inquiries, applications, and enrollment data.
- Represent Gibault Catholic High School at community events, fairs, and conferences to enhance visibility and recruitment efforts as directed by the President.
- Assist fundraising efforts as directed by the President.
- Any other duties assigned by the President.

**Qualifications:**

- Practicing Catholic with a deep commitment to Catholic education and the mission of Gibault Catholic High School.
- Bachelor's degree in education, marketing, communications, or a related field.
- Previous experience in admissions, marketing, fundraising, or related areas preferred.
- Strong interpersonal and communication skills with the ability to engage diverse audiences.
- Excellent organizational skills and attention to detail.
- Ability to work independently as well as part of a team in a fast-paced environment.

To apply: Send cover letter, resume and a list of references to Diocese of Belleville, Office of Education, 222 South Third Street, Belleville, Illinois 62220 or email [officeofeducation@diobelle.org](mailto:officeofeducation@diobelle.org). Employment is contingent on successful completion of a background check.

**Applications are due by April 30, 2024**