



## ACE Preparatory Academy SCHOLAR RECRUITMENT AMBASSADOR JOB DESCRIPTION

### Our School

ACE Preparatory Academy Charter School was unanimously approved by the Indiana Charter School Board and opened on the Northeast side of Indianapolis on August 1, 2016 to Kindergarten and First Grade scholars. ACE Prep began with the simple, unyielding belief that every child in our city deserves a top-notch education. Trained in the practices of the country's most successful urban schools by the nationally recognized non-profit Building Excellent Schools, our leadership has designed a free, public, college-prep elementary school unlike any in Indiana.

### Our Mission

*Through rigorous academics, positive character development, and excellence in everything we do, ACE Preparatory Academy Charter School educates all Kindergarten through Grade 5 students for school success and lives of opportunity.*

At ACE Prep, we count on every adult to exhibit our BE GREAT core values:

- Act with **Bravery** – We speak up when we don't know something or think we're heading in the wrong direction. Even when the right thing is difficult, we do it.
- Operate with **Endurance** – We never give up on our scholars and believe each of them can make history.
- Own your **Growth** – We thrive on reflective feedback with daily observations and individualized coaching.
- It's Our **Responsibility** – We believe every adult is responsible for every scholars' success.
- Bring your **Enthusiasm** – We make school cool and create a joyful learning community.
- Make **Achievement** Real – We hold an unyielding commitment to closing the achievement gap in our city.
- Join the **Team** – We participate in collaborative curriculum development, grade-level activities, and school-wide functions...and have fun doing so.

### Position Summary

The role of the Scholar Recruitment Ambassador is crucial in ensuring ACE Prep meets enrollment targets at the start of each school year. This flexible position (20 hours per week at minimum) is responsible for driving the planning and execution of a variety of recruitment strategies and activities with the goal of having ACE Prep be fully fully-enrolled by the first day of school. The Recruitment Ambassador(s) will (a) robustly conduct recruitment efforts aligned to annual

targets, (b) cultivate experiences for newly enrolled families between the time of enrollment and the first day of school, (c) support the lottery process if needed, and (d) coordinate efforts with a team of Ambassadors, all while working closely with the Head of School. The Scholar Recruitment Ambassador is hired by the Head of School, reports to the Head of School and is evaluated by the Head of School.

## The Responsibilities

### Key External Recruitment Responsibilities

- Keep ACE Prep's presence in Midtown vibrant and consistent – make us well known
- Identify and solidify partnerships to promote ACE Prep with local community centers, businesses, churches, camps, etc. to drive enrollment efforts
- Maintain key partnerships with feeder organizations (early childcare centers, Pre-K programs) to ensure a pipeline of potential scholars
- Plan, staff and lead execution of events and activities such as door-to-door canvassing, and open houses
- Attend local events on behalf of ACE Prep and Head of School
- Lead volunteer engagement and develop a robust core of ACE Ambassadors

### Key Internal Recruitment Responsibilities

- Develop recruitment calendar to drive scholar enrollment
- Maintain a detailed tracking system of prospects and newly enrolled scholars
- Design and execute a plan to ensure newly enrolled families are engaged from the point of enrollment to the first day of school
- Ensure all collateral recruitment materials are current and well-stocked
- Serve as the liaison between school and Enroll Indy
- Manage all social media accounts and create website content for featured events
- Oversee communication and engagement efforts with newly enrolled families
- Manage the execution of all lottery and enrollment details

## Qualifications of the Development and Community Outreach Coordinator

### Knowledge, Skills, and Abilities

- Strong commitment to, belief in, and alignment with school's mission and vision
- Demonstrate strong achievement results and drive to meet hard-core targets
- Ability to serve as an ambassador and spokesperson for the organization and articulate our mission to external constituents
- Proven track record of developing and sustaining successful partnerships with other organizations and businesses
- Extensive knowledge of the community
- Detail-oriented, strong organization skills, and clear adherence to time-sensitive deadlines
- Excellent verbal and written communication skills
- Strong influencing and motivating skills and ability to engage diverse audiences
- Experience in speaking to large groups

- Experience in clear, respectful communication with both adults and children
- Flexible, people-oriented team player who is committed to the mission of [ACE Prep](#)

#### Minimum Requirements

- Associate's degree or higher preferred, with all accompanying verification provided as part of personnel file
- Prior recruitment and outreach experience preferred within Indianapolis

#### **The Compensation**

This flexible position offers a generous compensation package. Within an energetic, focused, and detail-oriented environment, we provide dedicated professional workspace and resources, including laptop computer and high-speed internet access.

#### **Commitment to Diversity**

ACE Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, [ACE Prep](#) hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.

Please email resumes and cover letters to Anna Shults, Founder & Head of School:  
[ashults@aceprepacademy.org](mailto:ashults@aceprepacademy.org)