

Brentwood Christian School
VIP Coordinator Job Description

Leadership Title: School Directory Coordinator

Overall Job Description: Oversee the BCS directory creation

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Collect, assemble, and edit appropriate information and listings of all BCS community faculty, staff, and student families.
2. Work with Jacob Rotich and RenWeb to see if we can program a new capability for information format transfer.
3. Coordinate ads with person compiling the final copy.
4. Research printers and work with the selected printer.
5. Track all orders placed and deliver directories when completed.
6. Document work to pass on to future Directory coordinators.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Software knowledge of program for directory compilation
- Communication and organization
- Data entry

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