



ENROLLMENT AND RECORDS MANAGER

Position Description

ORGANIZATIONAL BACKGROUND

Horizons Atlanta (HA) believes that every child in Atlanta, regardless of background, should have the same chance at making a positive impact on his or her community. By eliminating the critical barriers to success that many of our children face, we aim to put them on a path to:

- Read proficiently by the end of third grade
- Achieve eighth grade math proficiency
- Build swimming skills and confidence
- Graduate from high school, college and/or career ready

We accomplish this by providing our students access to high quality academics in an engaging, tuition-free, six-week summer enrichment program focused on literacy, math, and swim skills, as well as complementary school year activities.

We are a rapidly growing organization. In 2022, our student seat capacity reached 1,270, serving K-8th grade students at ten metro Atlanta private schools, colleges, and universities on an operating budget of \$3.2 million. Our student seat capacity will increase to nearly 1,400 in 2023 on a projected budget of \$3.7 million.

POSITION OVERVIEW

HA seeks an experienced Enrollment and Records Manager to support the Regional Program Director, Executive Director, Site Directors, and program staff. The primary duties of this position are the collection, management, and maintenance of student records across the Horizons Atlanta affiliate network including, but not limited to, enrollment data, program rosters, program attendance, and various scholar documents. Additionally, this position will oversee the collection and maintenance of similar data points for site program staff.

This position reports to the Regional Program Director and will maintain excellent internal and external stakeholder relationships for the purpose of program operational advancement.

The role is designed to support the regional team's coordination of affiliate programs as well as the regional organization's participation in Horizons National's student and staff Salesforce databases.



POSITION RESPONSIBILITIES

Ensure Integrity (Completeness and Accuracy) of Student Records

- Work with the Regional Program Director to develop an annual plan for coordinating with individual site directors for collecting and managing student data
- Support Site Directors and their teams/designees with their student enrollment processes, including input into Horizons National's Salesforce database
- Support Site Directors with student recruitment and retention strategies, including identifying available student seats per grade level throughout the enrollment period.
- Ensure student rosters are correct and completed prior to program commencement and pre-assessment (STAR testing) schedules
- Collect and maintain physical documents from scholars as required by Horizons Atlanta stakeholders in compliance with grant/reporting requirements
- Coordinate regularly with Site Directors throughout the summer program to ensure that all records, particularly rosters and attendance, are accurate and current.
- Generate student records-based reports (particularly Salesforce queries pre-set by Horizons National and Horizons Atlanta) as needed by the regional staff for program- and/or development-related reporting
- Support Site Directors with administering program surveys and other interactions with students and families

Maintain Region-wide Program Staff Records

- Ensure program site staff records are accurate and complete in Horizons National Salesforce database
- Collect and maintain any physical documents from program staff as required by Horizons Atlanta stakeholders in compliance with grant/reporting requirements
- Generate staff records-based reports (particularly Salesforce queries pre-set by Horizons National and Horizons Atlanta) as needed by the regional staff for program- and/or development-related reporting

General Regional Program Support and Development Activities

- Attend monthly site director meetings as part of the Horizons Atlanta team
- Attend trainings and events as appropriate or mandated through grant requirements
- Proactively identify new resources and opportunities to support site operations
- Support content development for a weekly email newsletter for Site Directors
- Support the Director of Development with stakeholder stewardship activities
- Follow client confidentiality requirements per the Family Educational Rights and Privacy Act



Candidate Qualifications

- Bachelor's degree required; Master's degree preferred
- Minimum 3 years of professional work experience, preferably in social work, education or other field involved with public assistance programs
- Committed to the mission of providing life-changing academic and enrichment programs to underserved children
- Proven experience managing projects, data, and documents
- Excellent planning and organizational skills, detail-oriented, with the demonstrated ability to manage deadlines and multiple ongoing projects from start to finish
- Experience with developing and maintaining productive working relationships with internal and external stakeholders
- Excellent verbal and written communication skills; Spanish language proficiency a plus
- Ability to work as a leader and as part of a team
- Ability to manage ambiguity and multiple priorities inherent in an entrepreneurial environment
- Unwavering commitment to customer service and satisfaction
- Relentless results orientation
- Proficiency in Microsoft Excel, PowerPoint, Word (or Google Suites alternatives), and data system platforms (Salesforce)

Application Process

Interested candidates should submit a cover letter and resume to info@horizonsatlanta.org.

Compensation

Salary for this position is competitive and based on prior experience. A competitive package of employment benefits will also be offered.