



A *love* for God.
A desire to *learn*.
A commitment to *serve*.

Job Description

Community Development Coordinator (Temporary role: July-January)

Thank you for your interest at San Jose Christian School. Our mission is to advance the kingdom of God by providing exceptional teaching and curriculum fully integrated with Biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

At San Jose Christian, we teach students to develop a Biblical worldview where they are discerners and world-changers. We infuse faith into every aspect of our curriculum and challenge students to make a difference in their world, even now as students. If God is calling you to be a part of our mission and our team, we would love to get to know you better.

We are currently seeking an individual to fill a role for a Temporary Community Development Coordinator. This role impacts marketing, admissions, and advancement efforts at SJCS. The position is full time and will run from July 27, 2026 to January 15, 2027 (end date subject to change/extension). Below you will find the preferred qualifications, a job description summary, and how you can apply for the position.

Preferred Qualifications:

- B.A. or Master's degree, preferably in Marketing, Business, English, or Writing
- Personal testimony and commitment to Christian faith
- Commitment to the SJCS Statement of Faith, SJCS mission, and SJCS core values
- Commitment to faith integration (SJCS Throughlines) in all lessons and roles
- Marketing, communications, admissions, and/or fundraising experience

Job Description Summary:

- Model an exemplary Christian walk in speech and action
- Support the SJCS mission in the areas of Communications, Admissions, and Advancement (fundraising)
- Manage all internal communications to current families including the weekly Tiger Tracks newsletter, social media posts, and the SJCS website
- Manage all external communications to donors, supporters, alumni, and ministry partners including Tiger Fund campaigns and the annual Ministry Partners Breakfast

- Manage SJCS's Dates to Track community calendar on Google Calendar, as well as additional calendars on the SJCS website such as Athletics and Performing Arts
- Track the impact of SJCS's online presence through web analytics on the SJCS website as well as online review profiles such as Niche and Yelp, adjusting profiles, ads, and pages when necessary
- Work directly with the Admissions Director and Preschool Communications Manager to support admissions efforts for new student acquisition, the SJCS admissions process, and current student retention
- Provide promotional and marketing collateral for school events including: Open Houses, Movin' On Up, K Cafe, the Walk-A-Thon, performances, etc.
- Promote on-going SJCS admissions and admissions events online through the SJCS website, Google ads, Meta ads, and other methods deemed appropriate
- Organize photos for activities and events; Upload, organize, and share event photos
- Maintain and organize files on Google Drive and Canva
- Create and manage the Walk-A-Thon giving website through Bloomerang Fundraising
- Work with the Head of School to implement Tiger Fund campaigns for end-of-year 2026 giving

Salary Range: \$25-\$30 per hour

How to Apply

1. Complete the Application for Employment digitally or on paper.
2. Complete and/or collect all Supplemental Materials listed on the Application. This will include questions to get to know you better and a Clergy Recommendation to be completed by your pastor or an appropriate church staff member.
3. Once completed, send your finished Application, Resume, and all Supplemental Materials to the Head of School, Chris Pinkham, at cpinkham@sjchristian.org.

Once we receive your Application, Resume, and Supplemental Materials and your pastor's Clergy Recommendation, we will review and contact you regarding next steps. If you have any questions, you may contact the Head of School, Chris Pinkham, at cpinkham@sjchristian.org.

We look forward to hearing from you!

SAN JOSE CHRISTIAN SCHOOL

Developing a *love* for God, a desire to *learn*, and a commitment to *serve*.