ST. JOHN'S PREP

St. John's
Preparatory School
72 Spring Street
Danvers,
Massachusetts
01923

Data & Web Services Coordinator

Responsibilities: The Data and Web Services Coordinator reports to the Assistant Head of School for Information Services in conjunction with the Director of Marketing and Communications. The successful candidate will understand, support and represent the mission and identity of St. John's Prep as an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12.

Data Coordination

- Manage database integration tasks to ensure consistency in and across all school databases. This includes, but is not limited to, Veracross, finalsite, EverTrue, Raiser's Edge, Financial Edge, Campwise, Active Directory, Blackboard Transact and SchoolReach.
- Regularly review inquiry, applicant, student and parent records in databases to ensure data consistency, especially with regard to duplicate records.
- Support staff in all departments with database matters, including integration, updates, queries and related issues.

Bulk Email Tools

- Review and resolve constituent email address issues (bad email addresses, unsubscribes, etc.).
- Create and maintain eNotify mailing lists as needed by various staff members and departments.
- Regularly review finalsite constituent records and clear "eNotify subscriber" accounts, as needed.
- Format and send bulk eNotify emails on behalf of various staff members and departments.
- Work closely with the Director of Marketing and Communications to develop new and update current bulk email templates.

Electronic Forms

- Support the use of electronic form and survey tools, including but not limited to, finalsite, Survey Monkey, and Google. This will include creating design standards and helping staff determine which tool is most useful for a given purpose.
- Create and monitor online payment forms for various staff members and departments.

Website

- Maintain an orderly system for files uploaded to the school website.
- Regularly review files and delete materials that are no longer in use or needed.
- Regularly review website pages and elements for needed updates and to delete elements no longer being used.
- Post content as directed, particularly if needed during school cancellations or emergency situations.
- Maintain a history of key changes to the design of the website.
- Manage SEO tools and data.

Support

- Support constituents, including prospective families, current parents, alumni, and trustees, by resolving questions/issues related to constituent records, portal access and email deliverability.
- Assist staff members from various departments with database integration and website / enotify / forms / tools questions.

Content in All Areas

- Maintain school identity standards in all website and electronic communications.

Requirements/skills

- Excellent communications and human relations skills.
- Website management experience, including HTML and SEO.
- Digital media experience and proficiency with photo editing software, e.g. PhotoShop and/or Illustrator.
- Database management and integration experience, in particular, experience with MS SQL and SQLite is preferred.
- Experience with scripting tools (e.g., bash, PowerShell, & Python) and structured data formats (e.g., XML & JSON) is preferred.
- Strong writing and proofreading skills.
- Highly organized and detail oriented
- Bachelor's degree.
- Experience with independent schools preferred.
- Desire to support and enhance the mission, vision, and values of St. John's Prep.

Interested candidates are asked to email a letter of interest and résumé to Tracii Schaeublin, Director of Human Resources/Controller, at tschaeublin@stjohnsprep.org.

Posted October 2015.