

PORTSMOUTH CHRISTIAN ACADEMY

DOVER, NEW HAMPSHIRE



Enrollment Assistant

Position Summary

Portsmouth Christian Academy (PCA) is a large, nondenominational Christian school located in Dover, NH. PCA, located just minutes northwest of Portsmouth, NH on a nearly sixty-acre riverfront campus, is a dually accredited, independent, Christian, college-preparatory, day school for students in preschool through grade twelve seeking to maximize their God-given potential. PCA faculty and staff are unified in creating a caring, safe, Christ-focused learning environment where young people are challenged to thrive academically and grow as servant-leaders prepared to impact the world for good.

The Enrollment Assistant will work a minimum of 4 days (32 hours) a week and will be the connection between marketing efforts through our CRM (Hubspot) to the beginning of the admissions process. Working as a member of a team, the Enrollment Assistant will connect with prospective families, coordinate activities for the team, and provide support for marketing events such as open houses.

To apply for this position, please complete a faculty application found on the Careers page of our website (pcaschool.org). For more information or to submit a completed application, please email humanresources@pcaschool.org