



EAST COBB
CHRISTIAN SCHOOL

Scholarship Coordinator

ECCS is seeking candidates for the part-time position of Scholarship Coordinator for the 2025-2026 school year.

The Scholarship Coordinator role at ECCS is responsible for overseeing the ECCS scholarship process. The person in this position will primarily be responsible for soliciting donations to Apogee which will be converted to scholarships for families in need. Duties include:

- Communicating regularly with school families, past donors, and potential new donors about the Apogee scholarship program.
- Learning about and becoming an expert on the Apogee scholarship program
- Communicating regularly with school administration
- Understanding and working to meet scholarship goals each year
- Learning and working with the FACTS Grant and Aid module to help oversee the scholarship application and award process.

The successful candidate will have the following qualifications:

- Strong knowledge of and commitment to the ECCS school philosophy and educational program
- Strong communication skills, an engaging personality, and a proactive approach
- Good understanding, comfort level, and commitment to confidentiality when dealing with financial information
- Ability to speak and interact comfortably with various levels school community members (i.e. teachers, parents, alumni, SMT)
- Strong organization and administrative skills
- Previous experience working in the fundraising or financial field preferred but not required.

Pay for this position is commensurate with the candidate's education and experience. Interested candidates should contact the school office and/or send their resume with a cover letter to billy.creech@eccs.org.

As a ministry of East Cobb Presbyterian Church, our mission is to

Covenant

with Christian parents not only to teach the minds of their children,

but also to reach their *hearts* with the LOVE, GRACE and

WONDER of *GOD*.