



Position: Communications Specialist

Responsible to: Director of Development & Special Projects and Director of Marketing & Enrollment

General Responsibilities:

The purpose of the communications program is to enhance The Christ School's image and visibility within the community and to deliver The Christ School's messages to various constituencies. The Communications Specialist will ensure that the communications are accurate in content and in style, as well as tone, to reflect The Christ School's mission.

Work Hours: Part time; July 1 – June 30; 20 hours per week.

Specific Responsibilities:

- Produce Weekly email, including, but not limited to, writing, editing and photography (Constant Contact)
- Assist in producing all school publications, including Lions' Pride newsletter, annual report, admission view book, admission collateral pieces, and other key community publications, with regard to copy, design, production, editorial consistency and graphic identity
- Coordinate with printers to ensure timely production and delivery of materials
- Oversee the coordination of mailings and communications to various constituencies
- Identify and ensure The Christ School's brand identity across all communications
- Write content for local publications
- Manage media relations, including writing press releases and cultivating relationships with local and regional media
- Facilitate story content for First Presbyterian Church of Orlando's Columns
- Implement use of social media
- Take photos as needed
- Maintain an updated website

Requirements:

- Bachelor's degree
- Excellent writing, editing and verbal communication skills
- Self-starter, able to independently create and implement new initiatives
- Ability to handle multiple projects simultaneously and prioritize effectively
- detail oriented
- Experience in digital media communications, social media and web skills
- Proficiency in Microsoft Office Suite
- Eager to collaborate with Advancement team

The successful candidate will have the poise and professionalism to work with a broad range of school leaders and parents; be detail oriented; have superior organizational skills; present excellent verbal and written skills; have the leadership skills to show initiative; be able to work independently and as a part of a team. The successful candidate will have the capacity to work with a wide range of relationships and situations while maintaining the highest degree of confidentiality.

Interested candidates should email their letter of intent and resume to Joanne Fleming, Director of Development & Special Projects, jfleming@thechristschool.org.