



The Christ School

Position Description

Position Title: Marketing and Communications Assistant

Supervisor: Director of Marketing and Communications

Work Hours: 12-month employee, full time

Required Qualifications:

- A deep faith in Jesus Christ as Lord and Savior and acceptance of the authority of Scriptures as a guide for faith and living
 - Actively pursues spiritual growth through personal devotions, Bible study, church involvement, etc.
- Understand and actively support The Christ School mission, vision, and defining characteristics
- Proficiency in GoogleSuite (Gmail, docs, sheets, slides, calendar)
- Highly effective verbal and written communication skills
- Must be able to effectively traverse possibly uneven ground
- Must be able to ascend/descend multiple flights of stairs and transport about 10-15 pounds

The ideal candidate will have experience with website management, photography, and graphic design tools like Canva and/or Adobe Illustrator.

Key Responsibilities:

- Assist in the creation and distribution of internal mass communications, including newsletters, announcements, and email updates for families, faculty, and staff.
- Manage and maintain mass communication channels, ensuring that information is timely, accurate, and aligned with the school's mission.
- Collaborate with various departments to gather content and create internal messaging that supports school events, programs, and initiatives.
- Oversee the design and dissemination of communication materials such as flyers, posters, and digital signage for internal school events.
- Ensure all internal communications follow TCS's branding guidelines and promote a unified message across departments.
- Track and report on key marketing metrics to measure the success of internal marketing campaigns and initiatives.
- Assist in capturing and organizing school event content, such as photography and videography, for use in internal and external communications.