



## COMMUNICATIONS COORDINATOR (PART-TIME)

### MISSION

Guided by the principles of academic rigor and diversity, French American + International offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance.

### OPPORTUNITY

Working at French American + International opens up a myriad of opportunities – both personal and professional. Critical to our Strategic Plan in creating a **proud, engaged** community, we appreciate our faculty and staff by fostering a community of ongoing **learning, respect** and **collegiality** and by providing competitive compensation and benefits. It is also of paramount importance to us that we continue to foster an environment of **diversity, equity, and inclusion** as we build a school community of individuals who are a representation of the world we live in.

### POSITION

The Communications Coordinator will be part of the Marketing and Communications Team at French American and International, and will play a supportive role in representing the voice of the school among various audiences, including current and prospective families, and faculty and staff. The role will require strong communication skills, meticulous attention to detail, and the ability to collect and synthesize input from various stakeholders. They will report to the Associate Director of Digital Media. This is a part-time position of approximately 15 hours per week during school hours, and will vary depending on weekly project needs.

### RESPONSIBILITIES:

- Assist in email marketing and communications, including building templates, formatting, and scheduling emails for both internal communication and email campaigns, and actively supporting other departments in their communications projects
- Format website content, including text, images, information, and media to keep content fresh and relevant
- Ensure accuracy of school-wide calendar by working cross-departmentally with section coordinators
- Coordinate data integration between multiple databases
- Troubleshoot web support questions and requests for help from constituents

### SKILLS AND QUALIFICATIONS

- Enjoy thinking critically with a results-driven, hands-on orientation
- Have a strong customer service focus
- Have a track record of collaboration and teamwork, and a demonstrated ability to communicate effectively and build relationships with multiple stakeholders
- Plan and think strategically, backed up by excellent execution skills to manage multiple projects simultaneously
- Bachelor's Degree, or in the process of completing Degree, preferred

Please submit your cover letter and resume to [communication@frenchamericansf.org](mailto:communication@frenchamericansf.org)