



## COMMUNICATIONS MEDIA SPECIALIST

### Ideal qualifications

- Bachelor's Degree required in the appropriate field
- Educational and Boarding School experience preferred
- International and non-profit experience preferred
- Evidence of strong photo and video skills
- Excellent organizational and collaboration skills
- Evidence of professional Social Media management
- Minimum of 1-3 years of experience in marketing, communications, PR, or related fields

### Reports to

- Director of Communications

### Benefits

- Room and Board Included
- Travel Allowance
- Health Insurance Stipend
- Moving Allowance
- Extensive Professional Development Program

### Goals and Objectives

- Foster relationships with the LAS Community
- Maintain the presence of our brand across all online platforms
- Generate content that connects LAS with prospective and current parents and students, alumni, and friends

### Professional Responsibilities

- Manage internal photo platform and communication around it
- Photo and video content generation
- Manage mobile app content
- Manage the schedule of professional photographers and videographers when necessary
- Collaborate with the Live Stream Team
- Assist with social media content creation
- Run the LAS Global Media Club with students
- Other duties as assigned

### Residential and Student Life Responsibilities

- Residential life duty
- Act as Faculty Family "parent" through organized activities and regularly scheduled meetings to monitor the academic and social adjustment of assigned students.
- Participate in the LAS Cultural Trip program

### Contact

*Please send a CV and a cover letter, along with contact details for 3 references (one of whom is the current Head of School/Principal) to Maryanne Bertazzo at [mbertazzo@las.ch](mailto:mbertazzo@las.ch).*