



PINGRY
EXCELLENCE & HONOR

Internal Communications Manager The Pingry School

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Basking Ridge and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from nearly 100 communities in New Jersey and New York. Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve more than 1,100 students. Pingry students participate in an engaging and challenging academic program, complemented by extensive co- and extracurricular opportunities, thriving in a community that is committed to intellectual engagement, diversity and inclusion, honor and character, and stewardship and sustainability.

Position Summary

The Pingry School seeks a polished internal communications professional to educate, inspire, engage, and unite our community. Leveraging strong verbal and written communication skills, this person will develop engaging communications for internal audiences including messaging for leadership, communications campaigns and new channels. The primary focus for this role will be to take complex subject matter and distill this information into digestible content appropriate for various audiences throughout the Pingry community. This position reports directly to the Director of Marketing and Communications.

Responsibilities

- Concepts, builds, and executes an internal communications strategy in collaboration with the Director of Marketing and Communications.
- Routinely partners and collaborates with the Director of Marketing and Communications to align on internal/external school messaging.
- Works directly with the Head of School, People Team, senior leadership team, and service teams (IT, Finance, etc.) to execute a long-term communications strategy, as well as day-to-day communications that align and support school goals, vision, mission, and core values.
- Manages and supports all existing employee and HR communications content development and vehicles in partnership with HR and DEI departments.
 - All ongoing and annual HR programming communications (i.e. benefits re-enrollment, employee engagement surveys, performance evaluations, etc.)



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- Outlining and scripting communications for Head of School, division directors, operations, etc.
- Monthly observances storytelling (i.e. Black History month, Pride, Hispanic Heritage month, etc.) with DEI department
- Owns, manages, shares and updates school-wide comms and events calendar.
- Reviews, edits and writes clear and consistent employee-facing communications on behalf of various stakeholders.
- Designs presentation materials for board of trustees meetings, community meetings and other internal events.
- Determines measurement and effectiveness for internal communications strategies.
- Brand Ambassador and internal voice of The Pingry School.

Qualifications and Requirements

- 4 or more years of internal/employee communications experience.
- Undergraduate degree, preferably in communications, journalism, PR, or a related field, graduate degree is preferred
- Experience creating compelling executive communication.
- A self-starting, can-do attitude and ability to use initiative to maintain business continuity.
- Exceptional interpersonal skills and experience in partnering with diverse and remote teams throughout the organization.
- Understanding of and experience with producing thoughtful and creative narratives and communication strategies to influence perception and behavior.
- Prior experience finding ways to measure internal communication effectiveness, engagement and reach.
- Ability to thrive in high-stress situations, be flexible and easily pivot when necessary.

Interested candidates should send a cover letter, resume, and portfolio writing samples to Mary Kokie McNaugher, Talent Acquisition Manager at mmcnaugher@pingry.org.