



JOB DESCRIPTION: Communications Associate (part-time)

Nature of the Position

The Communications Associate will work to promote Thornton Academy in the local and international media, write and produce stories to be published regularly, advertise school events and opportunities, and increase overall brand awareness in the marketplace.

The ideal candidate will be able to write about complex concepts in simple and effective language and have a sharp editing eye. We're looking for someone who can jump into nearly any situation and contribute meaningfully — someone who can juggle multiple projects, work collaboratively and deliver high-quality work on tight deadlines. The person who fills this role should thrive in a fast-paced environment and be able to adapt to quickly changing demands.

Accountability

The Communications Associate will report to the Director of Development.

Job Requirements:

- Stellar communication skills (verbal and written)
- Collaborative “team player” attitude, with equal ability to serve as team leader or team member
- Excellent customer service skills
- Ability to maintain a flexible work schedule
- Comfortable using technology and learning new skills and tools
- Strong copy editing and proofreading skills

Performance Responsibilities

- Supports senior administrators in developing school’s official correspondence and public documents; supports internal/external crisis communications
- Manages external communications - press releases, copy editing, and disseminating to appropriate media or partner outlets
- Serves as a primary writer for school publications (e.g. *Postscripts Magazine*); supports print, digital, and broadcast communications in coordination with the Development and Admissions Offices; supports retention efforts through strategic parent communications
- Serves as liaison (when necessary) with outside publishers, printers, and other contractors for the purpose of producing program collateral
- Develops and maintains excellent relationships and regular contact with faculty and staff to discover and publicize activities and events around the school
- Drafts and edits TA Blog posts, newsletters, and project oriented email communications
- Helps maintain written content on TA’s website
- Assists with photo coverage of school-wide events

The successful candidate will demonstrate:

- Proven success in public relations, journalism, media, or other relevant arena
- Ability to take initiative and work independently and willingness to accept criticism and critique
- Superior organizational skills and attention to detail
- Effective use of brainstorming, problem solving, and goal setting strategies
- Ability to function as a cooperative member of a team and exercise tact, courtesy, and good discretionary judgment

Qualifications

- Excellent verbal, written, and interpersonal communication skills
- Prior experience in public relations and/or journalism/communications
- Bachelor's degree

For initial consideration, please submit the following electronically by April 15, 2021

- Letter of interest and current resume
- Completed TA job application form for Professional Staff ([available for download here](#))
- (2) Writing Samples - (1) Story (1) Press Release
- List of three professional references with contact information (references will not be contacted without candidate's prior knowledge)
 - Copies of reference letters may be submitted also or instead
- Evidence of current/active criminal history records check certificate (CHRC) as required by Maine law

Please put "Candidate: Communications Associate" in the subject line and send to:

susan.tarver@thorntonacademy.org

If electronic submission is not possible, materials may be sent to:

Susan Tarver Thornton Academy 438 Main Street Saco, ME 04072

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