



Position Title:	Marketing and Communications Associate
Position Status:	Full-time
FLSA Classification:	Exempt
Reports To:	Director of Marketing and Communications

Position Purpose:

This position is a key member of a 4-person communications and marketing team and works closely with the other members of the office to support all initiatives and projects. The SCH Communications & Marketing Office seeks to ensure SCH's visibility in the independent school marketplace and advance the school's key messages and brand to internal and external audiences. The Communications & Marketing Office and the Marketing & Communications Associate supports and works closely with all departments in the school— Admissions, Development, Alumni, Athletics, Arts & New Media, and the Center for Entrepreneurial Leadership, all divisions (ECC, Lower, Middle, and Upper), as well as the Head of School Office.

Essential Functions:

- Responsible for writing, designing, and curating content for the school website, social media, and PR.
- Assemble and lay out content for weekly all-school e-newsletter.
- Support the communications team with capturing and promoting key events and activities—photo and video—and helping maintain the school's photo/video archive. (Photo/video editing is a bonus!)
- Assist with event promotion through online calendars, event listings, and media alerts.
- Assist with in-house graphic design projects to support marketing channels—social media, stories, postcards, invitations, brochures, slideshows, etc.
- Assume other ad-hoc duties under the umbrella of communications and marketing.

Required Qualifications:

- Bachelor's degree required.
- Minimum of three years of experience handling PR, digital communications, website and/or social media.
- Experience managing email marketing programs, including copy editing, design, and data analysis.
- Fluency with a content management system, such as Finalsite or Blackbaud.
- Ability to interpret and provide reports on marketing and website metrics, including Google Analytics.
- Experience with social media platforms and their corresponding analytics.
- Ability to collaborate, multitask, and self-manage projects in a fast-paced, high-profile office.
- Ability to produce accurate and publication-ready work, keeping all communications aligned with brand standards and established guidelines.

Physical Requirements and Work Environment:

- Occasional evening and weekend assignments.
- Ability to occasionally lift up to 30 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled environment with moderate noise level.

Application Procedures

Interested candidates **must** submit **all** materials at the time of application to be considered:

1) email a cover letter and resume to include software proficiencies; 2) a minimum of one recent writing sample; 3) an example of successful design work or social media campaign; and 4) contact information for three references to careers@sch.org.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.