



WESTRIDGE SCHOOL

Communications Associate

Located in Pasadena, California, Westridge is a forward-thinking independent school for girls in grades 4-12 that emphasizes adventurous thinking, courageous, compassionate leadership, and equity and inclusion. Our school community is vibrant and diverse and grounded in the commitment to goodness in all aspects of life and learning. We balance challenging academics and a focus on leadership development with a priority on social emotional wellness, development of one's sense of self, values, and goals, and thoughtful consideration of individuals' responsibilities to others and the world.

Westridge is seeking a communications associate to play a central role in content development to build understanding, awareness of, and support for the school among current and prospective families, alumnae, and employees. This position is for a communications generalist who views communications across platforms and media and brings strong writing and a basic design skillset and eye to their work. A designer who loves to write. A writer who can design. This position reports to the director of communications and is part of nimble and flexible three-person communications team. We work daily with adults and students across our campus in a community that is engaged, thoughtful, and playful.

Specific Responsibilities Include:

- Basic graphic design & layout work for signage, invitations, programs, forms, marketing material updates, etc.
- Support webmaster & social media manager with creation of visual content, including videos, for social media platforms (Instagram, Facebook, Twitter, and YouTube), website, portals, etc.
- Management of design projects with outside designers.
- Lead development of the school's print magazine, serving as primary writer and managing contributing writers and outside designers and printers.
- Produce the school's weekly e-newsletter for parents and manage email distributions through our email marketing platform.
- Lead day-to-day campus photography as needed for Westridge news stories and social media.
- Provide communications support to the Advancement Department, Westridge Parent Association, and alumnae relations teams as required.
- Contribute to editorial content planning for school-wide communications.
- Edit, proofread, and revise communications.
- Provide support to the director on admission marketing and large video projects.
- Lead Summer Program marketing and outreach efforts.

Additional Requirements:

- Minimum of Bachelor's Degree or equivalent experience required.
- 3-7 years related experience in communications, marketing communications, content creation.
- Passion for writing and strong writing skills.
- Basic design experience for print and web-based projects.
- Proficiency with Adobe Creative Suite (primarily InDesign, Photoshop, and Illustrator).
- Experience with content management systems and email marketing software.
- Experience creating engaging social media content for Instagram, Facebook, Twitter, and/or YouTube.
- Basic photography/videography and photo/video editing skills.
- Demonstrated ability to work collaboratively with cross-functional departments.

- Supports a culture of diversity, equity, inclusion, and belonging.
- Excellent communication and interpersonal skills.
- Highly organized, self-disciplined, and able to set and meet goals and deadlines.
- Ability to work and communicate effectively and respectfully with diverse groups.

Salary & Schedule:

This is a permanent, full-time, non-exempt position and is eligible for Westridge's comprehensive benefits package that includes paid time off, medical, vision, dental, and generous 403b retirement options. Salary dependent on experience and qualifications.

Schedule: 40 hours per week as follows: Monday- Friday 9:00am-5:30pm; with flexibility to work different shifts and weekends when necessary.

To Apply

Send cover letter, resume, and references to Jobs@Westridge.org. Include "Communications Associate" in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.Westridge.org.