



Position Title:	Communications Associate for Writing and Editing
Position Status:	Full-time
FLSA Classification:	Exempt
Reports To:	Director of Communication & Marketing

Position Purpose

This position is a key member of the Communications Office and works closely with the other 3 members of the communications team to support the Admissions and Development Offices and other administrative departments—Athletics, Parents Association, Alumni, The Arts, Center for Entrepreneurial Leadership—with the goal of increasing the visibility of the school in the marketplace and the school’s key messages and brand with both internal and external audiences. Using a mission-focused, storytelling framework, the Communications & Marketing Office seeks to best position SCH as a leader in the independent school market, advancing and providing maximum exposure for the school. Candidates will be expected to provide accurate and publication-ready work, keeping all communications aligned with brand standards and established guidelines.

Essential Functions

- Builds and cultivates relationships with internal constituents to develop mission-focused stories to advance the SCH brand.
- Supports all school publications with writing and editing.
- Responsible for writing content, editing, and producing a weekly parent e-newsletter during the school year.
- Responsible for producing additional newsletters as needed, i.e. Alumni newsletter (quarterly) and Parents Association (monthly).
- Responsible for final proofing/editing of all public-facing communications.
- Writes articles for dissemination through printed and online school outlets and for the news media.
- Supports Marketing Director with building/editing/curating content for the school’s website.
- Supports Director of Communications & Marketing with preparing email communications as needed.
- Assists with photography requests as needed and helps maintain the school’s photo and video archive.
- Other duties as assigned by the Director of Communications & Marketing.

Qualifications

- B.A. degree and demonstrated experience in writing, editing, design, communications, and marketing with proven strength in writing, editing, and using inDesign.
- Proven project management and strategic thinking skills
- Ability to excel in a collaborative, fluid, and fast-paced team environment.
- Ability to multitask, self-manage (often under deadline), and maintain brand standards and established guidelines.
- Demonstrated understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.

Physical Requirements and Work Environment

- Essential functions require maintaining physical condition necessary for activities such as sitting, standing, squatting, walking, and lifting an average of 5-10 lbs.
- Regularly use close and distance vision.
- Turn, reach, and occasionally climb.
- Work in a traditional climate-controlled environment.
- Occasional evening and weekend assignments.

Application Procedures

Interested candidates must: 1) Email a cover letter and resume and 2) Provide 5-10 recent samples of writing representing a

variety of genres, i.e. feature stories, ad copy, social media posts, and/or magazine/brochures to careers@sch.org. Candidates will be expected to provide contact information for three references in order to be considered.

Springside Chestnut Hill Academy is an Equal Opportunity Employer.