



FLINTRIDGE PREPARATORY SCHOOL

Communications Specialist

Flintridge Preparatory School is seeking a Communications Specialist. Working with a growing team and reporting to the Director of Communications, the Communications Specialist is a skilled and experienced communications professional who plays an integral role in implementing the school's marketing and communications strategy. This person is passionate, organized, and enjoys assisting in the creation and implementation of strategic communications to support the school's mission and goals. The position involves writing and project management of the school's print materials, including magazines, brochures, and special projects.

Duties and Responsibilities

- Maintain annual, monthly, and weekly communications calendars and respond to internal requests.
- Oversee and assemble the weekly Howl newsletter.
- Contribute lively, mission-appropriate copy to support the school's recurring communications needs, including news articles, fundraising appeals, and profiles.
- Manage the school's annual print publications (1-2 magazines, Annual Report, fundraising appeals, brochures, and special projects), managing vendors, working with partners, writing copy, and maintaining schedules.
- Develop and maintain house style using *AP Stylebook*.
- Provide daily editorial, proofreading, photography, and writing support across the team.
- Manage communications files and archives across SharePoint, Dropbox, and Libris/PhotoShelter in accordance with department objectives.
- Execute ad and media relations strategy designed by the Director of Communications and the Digital Content Manager.
- Provide social media and web support at the direction of the Digital Content Manager.



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- Working with Director of Communications, execute a communications strategy to support extracurricular programs.

Required Qualifications

- A degree in journalism, English, communications, marketing, or related field.
- At least three years of experience in a related industry writing copy, managing projects, and maintaining schedules.
- Excellent creative, interpersonal, collaborative, analytical, and organizational skills.
- A keen design eye and excellent writing, editing, and proofreading skills.
- Experience and interest in communications technologies, new media, email marketing platforms, social media, web content management systems, Adobe Creative Suite, databases, photo and video editing, and analytics tools.
- A desire to work in a vibrant intellectual community and a passion for education.
- Experience maintaining house style, AP style and brand guidelines, interviewing subjects, and writing on deadline.
- Ability to thrive in a creative and collaborative group environment, translating expansive ideas into tangible realities.
- Ability to work tactfully in cross-functional teams that have overlapping goals and interests.
- Self-starter with the ability to work in a team as well as independently.
- A willingness to give and accept feedback to provide the best solutions.

Desired Qualifications

- Videography, photography, and editing skills.
- Strong attention to detail, an analytical mind, and outstanding problem-solving skills.
- Experience working in a non-profit environment, interest in education and educational environments, and an enthusiasm for engaging and connecting with students, faculty, staff, and parents.



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- Demonstrated commitment to fostering a safe and inclusive community, advancing cultural competency, and working with diverse populations.

Employee Benefits

The salary range for this position is \$60,000 to \$70,000, commensurate with experience. Flintridge Prep offers paid vacation and sick days and a highly competitive health insurance package, including medical, dental, vision, and long-term care, as well as a retirement plan. This is a full-time, year-round, in-house position. Some evening and weekend work may be required.

Contact

Candidates are invited to send a compelling letter of interest and resume to Flintridge Preparatory School Director of Human Resources [Jamie Kidwell](#).