

(The Rev'd) **David O. Browder**, Rector | **Tim Wainright**, Interim Headmaster

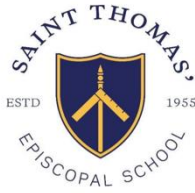
Graphic Design and Social Media Specialist Reports to the Director of Development and Advancement

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

Saint Thomas' Episcopal School (STE) is seeking a part-time Graphic Design and Social Media Specialist to support the school by designing and posting original content on Saint Thomas' Episcopal social media channels. The responsibilities of the Graphic Design and Social Media Specialist will be to conceptualize and create designs, concepts, and layouts, produce digital, video, and photographic content for the school's website, print, digital, and social media channels to support the marketing, advertising, public relations programs, and community relations to ensure Saint Thomas Episcopal's presence.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Develop and create graphics for a wide variety of print and online publications, illustrations, collateral materials, websites, videos, and social media sites.
- Conceptualize, design, implement, and maintain innovative and cutting-edge high-quality designs for print, website, and social media channels.
- Manage and constantly update/monitor Saint Thomas' Episcopal School's social media channels.
- Engage with major social networking sites including Facebook, Instagram, and Twitter, while monitoring industry-related sites.
- Shoot digital photos at school-wide and community events to illustrate stories and videos, for use on social media platforms, marketing, and advertising Saint Thomas' Episcopal.
- Generate relevant and engaging content for all of Saint Thomas' social media channels.
- Coordinate production schedules with Development team to ensure projects and assignments are delivered in a timely manner.
- Research industry trends and best practices to determine the most effective ways to reach desired audiences.
- Attend all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.



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***Please submit previous design work samples with your application.**

Education / Certification: Bachelor's degree in graphic design, journalism or related field is preferred.

Experience Required: Minimum of 3-years related work experience

Required Knowledge: Proficiency in Adobe PhotoShop, Illustrator and InDesign. MS Office, Google Docs.

Skills / Abilities:

- Strong understanding of layout, graphic design, and social media for brand building
- Experience designing creative layouts for print and online publications.
- Able to communicate complex information clearly
- Expert and compelling writing ability
- Strong organizational skills
- Effective typing skills
- Attentive to detail
- Able to coordinate well with other departments and personnel

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Generalist at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.