



## Assistant Director of Communications

Austin Preparatory School, located in Reading, Massachusetts, is seeking a qualified candidate for the position of **Assistant Director of Communications**. Founded in 1961, Austin Prep is an independent co-ed Catholic school in the Augustinian Austin Prep enrolls approximately 800 students in grades 6-12 and employs 75 faculty.

The Assistant Director of Communications is responsible for supporting the development and implementation of communications initiatives, specifically the school website and communications database management, school marketing and advertising, internal communications, social media and various forms of content creation. Reporting to the Director of Communications, the Assistant Director of Communications will serve as the school's primary webmaster, leading the creative direction of the website, including archiving of large storage drives containing school photographs, video storage, and written materials. The Assistant Director of Communication will be responsible for the drafting, editing, and managing email distributions, press releases, internal communications and day-to-day activities of the school's official social media channels. The Assistant Director of Communications will work closely with Staff and Students to identify and report on mission aligned stories, including classroom and extra-curricular activities which enhance the Austin Prep Brand.

We are looking for a candidate with 1 to 3 years of experience in a Communications role. Bachelor's Degree required. The preferred candidate will have strong writing and proofreading skills with an ability to craft mission aligned messages. They must have excellent attention to accuracy, detail and decision making. They must be able to demonstrate expertise on the following platforms: Finalsite, Veracross, Google Drive, InDesign, Canva, iMovie or similar video editing software, and social media platforms. Basic photography and videography skills are required, including transporting and setting up equipment for events and photo shoots. This candidate will be a team player with a positive, enthusiastic, proactive approach, exemplifying Austin Prep's core values and mission.

Interested candidates should submit the following electronic documents as a single PDF to **asstdircomm@austinprep.org**

- 1) A cover letter expressing the applicant's qualifications for this position:
- 2) Resume
- 3) Three professional references including e-mail, phone number, and a description of the professional relationship (references will not be contacted without the applicant's permission).

We will be reviewing applications immediately and only qualified candidates will be contacted as materials are received.

<https://www.austinprep.org/about-us/careers-at-austin>