



## **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.

### **Application Requirements and Search Process**

#### **Our Commitment to Mission**

The mission of Austin Prep is to “inspire hearts to unite, minds to inquire, and hands, to serve” which we exemplify through the Augustinian charisms of veritas, unitas, and caritas. Austin Prep a Roman Catholic Augustinian secondary school committed to Catholic social teaching based on and inseparable from our understanding of human life and human dignity. Every human being created in the image of likeness of God and is therefore invaluable and worthy of dignity and respect as a member of the human family.

Austin Prep encourages applications from candidates who appreciate, understand, and respect the mission of Austin Prep and the School's Catholic Identity. We seek applicants who can help enrich the School's Roman Catholic Augustinian mission and can help advance our commitment to what Pope Francis calls “integral human development.” We welcome and encourage applications from members of underrepresented groups. In their cover letter, in addition to indicating why they are particularly interested

in and qualified for this position, all candidates should describe how they can help support our Catholic Faith and Augustinian heritage.

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>