

CONTENT & COMMUNICATIONS COORDINATOR

The Role

At Flintridge Prep, we believe middle and high school should be a time of healthy, joyful growth. That's why we approach every experience and relationship with curiosity and wonder. Here you have the space to push to new heights and the support to navigate life's challenges. Because when we truly connect with ourselves and others, we learn to lead with sensitivity and integrity, which is the best prep possible for the road ahead.

The Content & Communications Coordinator is a skilled and experienced communications professional who plays an integral role in executing the school's marketing and communications strategy to effectively convey the school's messages, support its values, and engage with its target audiences. This person serves as an advocate for the school's mission and values in all communications.

The Content & Communications Coordinator reports to the Director of Communications. They are passionate, organized, and enjoy creating engaging and meaningful strategic content, ensuring consistent and engaging communications across platforms. They have exceptional writing and project management skills and a keen eye for detail.

Major Functions and Responsibilities

- Create and edit captivating content across platforms, ensuring the message is consistent, highly engaging, and reaches the intended audience.
- Maintain annual, monthly, and weekly communications calendars and respond to internal requests.
- Plan, write, schedule, and publish thoughtful content across internal and external communication channels.
- Ensure verbal and visual consistency in brand messaging across all platforms and materials.
- Oversee, assemble, write, and edit the weekly Howl newsletter.
- Contribute lively, appropriate copy to support the school's recurring communications at the directive of the Director of Communications.

- Interview community members, including students, faculty, alumni, and donors.
- Provide social media strategy support as guided by the Director of Communications and implement social media strategy as directed/designed.
- Seek ways to extend the reach and strengthen relationships on social media platforms, consistently, authentically, and intentionally engaging with audiences, and monitoring and escalating reactions and comments as appropriate.
- Manage the school's three annual print publications, manage vendors, writing, editing, and maintaining schedules.
- Provide daily writing, editorial, proofreading, and photography support across the team, ensuring consistent and engaging communication that reflects the community's brand, personality, and style.
- Manage communications files and archives across SharePoint, Dropbox, and PhotoShelter in accordance with department objectives.
- Other project-related tasks, as assigned.

Skills and Qualifications

- Bachelor's degree in journalism, English, communications, marketing, or related field.
- Minimum 3 years of experience in a related industry, creating, writing copy, managing projects, and maintaining schedules.
- Knowledge of best practices in communications, marketing, and fundraising.
- An eye for visual design, exceptional writing skills, experience conducting interviews, and excellent 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 analytic tools.
- Articulate speaker, capable of presenting ideas and information clearly.
- Understanding of audience engagement strategies.
- Ability to generate new ideas for content and an understanding of how visuals complement text.
- Ability to prioritize one's own time.
- Motivated self-starter and team oriented, with agility, initiative, and a collaborative spirit.
- A desire to work in a vibrant intellectual community and a passion for education.



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- Experience maintaining house style, AP style, and brand guidelines, interviewing subjects, and writing on deadline.
- Video, photography, and media editing skills.
- A creative spirit, with an eye for composition and a knack for storytelling.
- Ability to thrive in a creative and collaborative group environment, translating expansive ideas into tangible realities.
- Ability to foster a warm, inclusive environment for students.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks simultaneously.
- Adept to work tactfully in cross-functional teams that have overlapping goals and interests.
- A commitment to staying up to date with the latest industry trends, tools, and best practices in content creation and communications.
- Work occasional evenings and/or weekends.
- Willingness to give and accept feedback to provide the best solutions.

Salary & Benefits

This position is full-time, onsite, and year-round with a salary of \$67 – 70k, depending on skills and experience.

To Apply

Candidates are invited to submit a letter of interest and resume via email to:

Jamie Kidwell

Director of Human Resources

prephr@flintridgeprep.org

Applicants will be considered for positions without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law.