



The New Community School empowers bright, talented students in grades 5-12, who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum utilizes a customized educational approach to build skills and to foster academic and personal strengths, igniting the passions and gifts of unique minds.

The New Community School has an opening for a Marketing/Communications & Events Manager for the 2025-2026 school year.

Job Description:

The Marketing/Communications & Events Manager is responsible for developing, coordinating, and executing strategic marketing, communications and event planning to strengthen the school's brand, engage stakeholders, and support admissions, enrollment, fundraising, and community-building initiatives. This role is ideal for a highly organized, detail-oriented professional with strong storytelling skills and a passion for education.

This is a full-time, 12-month position which reports to the Director of Development. This position has no direct reports, although they may work as part of a team.

Essential Duties

Communications & Marketing:

- Serve as a member of the Development team, supporting engagement and fundraising efforts.
- Oversee the daily operation of the school's communications and marketing efforts.
- Develop and implement a comprehensive marketing and communications strategy to promote the school's mission, programs, and achievements.
- Create and manage content for the school's website, newsletters, and other printed materials.
- Develop a comprehensive social media calendar and oversee its implementation.
- Ensure brand consistency across all platforms and materials.
- Analyze engagement metrics and utilize AI technologies to adjust strategies accordingly.
- Collaborate with the admissions teams to support enrollment efforts.
- Manage media relations, press releases, and community outreach.
- Maintain alignment among the School's mission statement, strategic plan, ensuring consistency with the School's overall philosophy and direction.

Events Management:

- Plan and execute school events, including fundraisers and other community events.
- Coordinate logistics, vendor relationships, budgets, and volunteer involvement for events.

- Serve as the liaison to the Parents Association Executive Committee to enhance volunteer involvement and community engagement with events.
- Develop event marketing materials and communication strategies to maximize participation and impact.
- Ensure events reflect the school's mission and values, creating memorable experiences for attendees.

Skills and Attributes:

- Communicates effectively with all constituents.
- Possesses excellent written, verbal, organizational, and interpersonal skills.
- Strong project management skills with the ability to multitask and meet deadlines.
- Strategic and proactive thinker with the ability to prioritize work.
- Collaborative thinker and decision-maker.
- Team-oriented
- Strong project management skills with the ability to multitask and meet deadlines.
- Ability to collaborate effectively with diverse stakeholders, including faculty, staff, students, parents, and donors.
- Creativity, initiative, and a passion for education and community engagement.

Qualifications:

- Bachelor's degree in communications, marketing, or a related field.
- Minimum of 5-7 years of experience in communications, marketing, or public relations and event management, preferably in an educational or nonprofit setting.
- Exceptional writing, editing, and storytelling skills.
- Proficiency in social media management, website content management systems, and email marketing platforms.
- Skilled in graphic designing.

Nothing in this job description restricts the School's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that either the employee or the School may terminate the employment relationship at any time, with or without notice and for any reason or no reason.

Salary

Commensurate with experience.

To apply

Send cover letter, resume, references, and salary requirements to employment@tncs.org.

The New Community School is an equal opportunity employer. The School provides equal employment opportunity to all employees and job applicants without regard to an individual's race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions including lactation, age, marital status, disability, sexual orientation, gender identity, military status, genetic information or any other factor prohibited by applicable law.