



International School of the Sacred Heart

Job Description



Social Media and Content Manager (Part-Time)

About the Role

Job Type: Staff, part-time, irregular hours

Reports To: Head of School

Location: On and off campus

Start Date: As soon as possible

Overview: The Social Media/Content Manager reports to the Head of School and works closely with the Communications and Advancement Manager. The SM/C manager engages with all constituent groups to stay current with and share our Sacred Heart story in a way that advances our marketing and communications and enhances broader understanding of our purpose/mission.

Core Responsibilities:

- Manage social media accounts
- Collaborate with colleagues (faculty, Communications, Admissions) and students
- Capture photos/video of school events
- Prepare and post content on social media and other school media
- Contract and manage professional videographers for two annual onsite events

Qualifications:

- Commitment to student safeguarding in person and with online work
- Training and successful experience in social media/content work
- Ability to collaborate effectively with colleagues, students, parents and alumni
- Excellent communication skills in English and strong business Japanese.
- A 'clean' online profile that does not conflict with the Sacred Heart Goals



How to Apply

Please fill out the [online application form](#).

For positions requiring Japanese language, a Japanese CV is not required but may be submitted in addition to the English materials if the applicant prefers.

About International School of the Sacred Heart

ISSH is a private, not-for-profit all-girls Catholic day school in Tokyo. Founded in 1908 to provide an education for women to prepare them for success in an ever-changing world, Sacred Heart is an international community of students, educators, and families dedicated to the goal of supporting girls and young women in “growing with courage and confidence.” Approximately 50 nationalities are represented in our school community, as well as almost 20 different religions, faiths, and belief systems. ISSH offers an in-house curriculum that culminates in the US-based Advanced Placement program in high school, and the majority of graduates go on to attend universities in the US, the UK, Canada, or Australia. As a Sacred Heart school, it is a part of an international network of Sacred Heart schools worldwide, providing an extended network beyond the school community.

Child Protection Statement

Sacred Heart places a high priority in protecting the students in our care. By submitting an application, you also consent to Sacred Heart conducting full background checks on you as a condition of any contract offer made, and understand that Sacred Heart has the right to rescind any offer of employment should there be any concerns raised through those checks. You also understand that you will be asked to sign a child protection statement at the time of accepting any offer of employment from Sacred Heart. If hired, you agree to fully read and understand the [Child Protection Handbook of Policies and Procedures Policy](#).