

Part-Time Marketing Associate (Temporary)

THE MISSION:

Salesian College Preparatory is a Catholic school that educates young men and women to develop into good citizens for the betterment of society and the glory of God. Salesian combines the elements of home, school, church, and playground in a supportive and caring environment, in accordance with St. John Bosco's educational philosophy of reason, religion and loving kindness.

THE OPPORTUNITY:

Reporting to the Director of Marketing, the Temporary Part-Time Marketing Associate is responsible for generating and developing strategies, and executing on the deliverables that position and strengthen the presence of Salesian College Preparatory (SCP) both domestically and internationally in targeted countries with a primary and measurable focus on increasing enrollment and the organization's fundraising capacity.

KEY RESPONSIBILITIES

- Provide administrative support for the marketing and communications team.
- Assist with drafting, proofreading, and organizing marketing communications and materials.
- Coordinate requests for marketing support from departments, faculty, staff, and school leadership.
- Help track deadlines, deliverables, vendors, and project details.
- Assist in developing branded content for print and digital platforms using tools such as Canva, Adobe Creative Suite, or similar design software.
- Track basic social media performance and identify opportunities to improve engagement.
- Provide on-site support at select events, which may occasionally require evening or weekend hours.
- Daily website maintenance.

SALARY & BENEFITS

- Temporary, in person through November 2026
- 15 - 20 hrs/week, non-exempt
- Monday - Friday, with occasional evening and weekend hours for school events
- \$24-\$26 / hour, depending on experience

QUALIFICATIONS:

- Bachelor's degree or relevant experience in marketing, communications, graphic design, public relations, or a related field preferred.
- Strong organizational and administrative skills with excellent attention to detail.
- Proficient in the use of Microsoft Office Suite, Google Docs, Google sheets is required.
- Experience with CRM Raiser's Edge and School Admin and FinalSite preferred
- Experience creating graphics and marketing materials; proficiency with Canva, Adobe Creative Suite, or similar tools preferred.
- Familiarity with social media platforms and content scheduling tools.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and deadlines with professionalism and follow-through.
- Collaborative, flexible, and comfortable working in a school community.
- Interest in and respect for the mission and values of Catholic education.

TO APPLY:

Applicants must submit a cover letter and resume via email to application@salesian.com.