

Communication Specialist: Saint Columbkille Partnership School Job Description

The Communication Specialist helps manage a comprehensive communication program that will be consistent with the mission, tradition and work of Saint Columbkille Partnership School.

The Specialist reports to the Director of Institutional Advancement and collaborates with senior administrators to create, implement, and sustain an effective communication program that advances the mission of Saint Columbkille Partnership School.

Key activities:

- Edit all printed material including bi-weekly school newsletter, annual appeals, and general correspondence
- Communicate the achievements and accomplishments of Saint Columbkille students and school to internal constituents as well as to the general public in surrounding towns through press releases, articles and online presence
- Work with the Director of Marketing in the following areas:
 - Digital media (ongoing) – entails keeping STCPS.org continually refreshed with news stories, blog updates, photography and video
 - Content maintenance (ongoing) – includes creating pages to support events (BC Race to Educate, Community Open House Events) or to describe and promote the school
- Work with the Alumni Association to produce one printed Alumni Newsletter and one electronic Alumni Newsletter per calendar year
- Create and maintain the school's library of digital assets
- Assist in other communication materials as needed

The ideal candidate is a self-directed individual with excellent written and oral communication skills, who is comfortable collaborating across departments and has demonstrated professional editing and writing skills. An understanding of Catholic education is a plus. The position is 10 hours per week, flexible, and will require on-site presence as needed, including one administrative meeting per week.

Job Type: Part- time, 10 hours per week, academic calendar year (40 weeks per year)

Job Location: Brighton Ma 02135

Required education: Bachelor's

Resumes/Cover letters should be addressed to Kate Ward, Director of Institutional Advancement, at advancement@stcps.org. Resumes will be reviewed beginning August 22, 2017.