



Assumption High School
MARKETING COORDINATOR
Job Description

Marketing Coordinator

Assumption High School is seeking a **Marketing Coordinator** who is an enthusiastic, creative, self-motivated team player to join our Marketing & Admissions Team. The ideal candidate will exhibit a passion for creating content for Assumption's official social media platforms, managing the school website, and developing and maximizing relationships with media outlets. The 12-month, full-time position will report to the Director of Marketing and Admissions.

Key Role Responsibilities

- Oversees the school website, manages content, and makes regular changes to keep content up to date for all constituents
- Develops and maintains relationships with media outlets
- Organizes, develops, and writes content for the Assumption & Aspire Magazines
- Works closely with the Marketing and Admissions team to ensure that projects achieve desired outcomes
- Coordinates media priority list and release timelines
- Researches and writes all media press releases
- Identifies, coordinates, organizes and executes photo opportunities of school events which includes some nights and weekends
- Manages official social media platforms

Knowledge, Skills, and Experience

- Bachelor's Degree in Marketing, Communications, Digital Media or a related field preferred
- Strong proficiency in the Adobe Creative Suite
- Mastery of WordPress management
- Experience working with a variety of social media platforms including Facebook, Twitter, and Instagram
- Experience in digital photography and photo and video editing
- Proven ability to write copy and edit for use for various Social Media platforms
- Strong proficiency with the Microsoft Office Suite
- Self-motivated with the ability to multitask and meet deadlines in a fast-paced environment
- Excellent communication and time management skills
- Support of the teachings of the Catholic church, Mercy values, and the mission and vision of Assumption High School

Assumption offers a great working environment, ample time off, with competitive pay and benefits and a 50% tuition discount for employee's daughters. Assumption is an equal opportunity employer and values diversity. Please send cover letter, resume, and three professional references to Elisabeth.cassady@ahsrockets.org by June 27.