



**Assumption High School**  
**Digital Marketing Coordinator**  
**Job Description**

**Digital Marketing Coordinator**

Assumption High School is seeking a **Digital 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 within the community. 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
- Researches and writes all media press releases
- Organizes, develops, and writes content for the Assumption & Aspire Magazines
- Manages official social media platforms
- Coordinates media priority list and release timelines
- Identifies, coordinates, organizes, and executes photo opportunities of school events which includes some nights and weekends
- Juggles multiple projects and meets deadlines consistently.
- Works closely with the Marketing and Admissions team to ensure that projects achieve desired outcomes

**Knowledge, Skills, and Experience**

- Bachelor's Degree in Marketing, Communications, Digital Media or a related field preferred
- Mastery of WordPress management
- Proven ability to write copy and edit for use in magazines, press releases, and various Social Media platforms
- Experience working with a variety of social media platforms including Facebook, Twitter, and Instagram
- Experience in the Adobe Creative Suite
- Experience in digital photography and photo and video editing
- 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](mailto:Elisabeth.cassady@ahsrockets.org) by April 7.