

## **Communications Coordinator**

**The School:** Founded in 1911, Columbus Academy is a PreK-12 coeducational college preparatory day school of over a thousand students located on a 231-acre campus ten miles from downtown Columbus, Ohio. Student programs are organized into three divisions: Lower School (PreK-Grade 5), Middle School (Grades 6-8) and Upper School (Grades 9-12). The school offers a vigorous academic program as part of its mission to educate the whole child – mind, body and character. Columbus Academy faculty and staff members are expected to be continuous learners in their fields, to engage in caring and cooperative partnerships with colleagues and parents, to have a demonstrated commitment to the values of equity and inclusion, and to help each student reach his or her full potential.

**The Position:** Columbus Academy seeks a full-time Communications Coordinator with responsibilities to begin March 2018.

**Qualifications** (preferred candidates will possess the following qualifications):

- Bachelor's degree or higher
- Minimum of three years experience in communications, marketing or graphic design, preferably in education
- Experience in producing both print and online publications, with extensive knowledge of Adobe Creative Suite products including InDesign, Photoshop and Illustrator
- Professional writing and editing skills
- Experience with social media, photography, video, logo and brand management
- Experience with website development and editing using a customized content management system
- A reflective practitioner, committed to a continuous process of self-improvement and lifelong learning

**Position Expectations** (the individual selected to this position will be expected to carry out the following responsibilities):

- Plan, write and produce digital newsletters and printed magazines
- Assist with school's various internal and external communications efforts, including email blasts and social media sites
- Take photographs and record video at school events, sometimes in evenings and on weekends
- Coordinate photography/video schedule, archiving and image requests
- Initiate crisis communications as necessary
- Maintain open communication with local media and all school constituencies
- Manage website including content and page creation, consistent updates and routine checks of timely information and functionality
- Advise and assist administration and other constituencies with promotional efforts, including design of event flyers, programs and posters
- Work with others in school community to support each student's emotional well-being

**Physical Conditions** (candidates must be able to manage the following conditions):

- Ability to carry and operate photography and video equipment
- Mobility around school buildings and on different floors (handicap accessible)
- Ability to promote a safe environment by observing safety and security procedures
- A non-smoking environment

**Legal Requirements:** All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.

**To Apply:** Interested candidates should send cover letter, resume and supporting materials to: Head of School, Columbus Academy, 4300 Cherry Bottom Road, Gahanna, OH 43230, or [headofschool@columbusacademy.org](mailto:headofschool@columbusacademy.org).

Columbus Academy believes strongly in the principles of diversity, equity and inclusion. We seek to identify and hire a greater number of faculty of color to serve as role models for all students. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.