



## **Annunciation Orthodox School Communications Associate**

Annunciation Orthodox School (AOS) seeks a creative professional enthusiastic about digital communications, forward-thinking engagement strategies, and content development (both written and visual). The perfect candidate will be highly collaborative, adaptable to new technologies, and exhibit strong interpersonal skills. This position will work with stakeholders across campus, including the school's administration team, and with external vendors.

AOS seeks candidates who are eager to support the school's mission as we work to develop the "hearts and minds" of our students.

**Reports to:** Director of Communications

**Status:** Salaried/Exempt

**Work Schedule:** Monday – Friday, 8:00 am to 4:30 pm, additional time as needed for after-school meetings and events.

### **Responsibilities:**

- Assist the Director of Communications in managing project timelines and executing communications needs for various school departments
- Contribute visual and written content for communications projects including the school website, social media, news stories, school magazine, and other printed materials
- Assist in maintaining the school's internal website by developing website content and utilizing an integrated content management system
- Design and develop small-scale communications pieces and images (invitations, flyers, posters, email graphics, banners, animated graphics, etc.) to support school communications efforts
- Create, edit, and send emails to segmented audiences
- Assist in the execution of social media strategy
- Manage production process for communications projects, coordinating with outside vendors (graphic designers, printers, etc.)
- Organize and maintain digital photo and video archives
- Other duties, as assigned

### **Qualifications:**

- Bachelor's degree required; degree in communications, marketing, graphic design, or related field preferred
- 2-4 years of related work experience
- Superior client service and interpersonal skills
- Ability to understand, capture, tell, and depict stories that convey the mission and story of AOS
- Strong writing, editing, and proofreading skills; knowledge of AP style preferred
- Experience with content management systems such as Blackbaud or Finalsite preferred
- Ability to work collaboratively and independently as part of a team
- Strong attention to detail and deadlines required; able to work quickly with a commitment to accuracy
- Comfortable with receiving and incorporating feedback

Please provide the following information to this email address: **[resume@aoshouston.org](mailto:resume@aoshouston.org)**

- Cover letter
- Resume
- 2-3 writing samples
- Contact information for at least three references