

# DERBY ACADEMY

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## Communications Associate (F/T)

Derby Academy seeks a candidate to join its Communications Office as a Communications Associate. This role will report to the Communications Manager and work closely with other administrators, as well as members of the Development Office and Admissions, in order to position Derby as the best educational choice on the South Shore for Pre-K through Grade 8 education. This is a full-time position that requires occasional night and weekend availability. Primary responsibilities and qualifications include:

- Assist with the design and the production of the School's digital and print collateral, including appeals, brochures, posters, and invitations, as well as Derby's three annual print publications. This individual also coordinates ad design for both digital and print, and coordinates updates to admission and marketing collateral as needed.
- Assist with the researching, writing, and editing of stories and other content to be included in Derby's alumni magazines and other school collateral (i.e. weekly e-newsletters, press releases/news stories, and mailings).
- Develop and implement web strategies and provide content for website and parent portals.
- Photograph and video school activities as needed.
- Accomplished design skills, including complete knowledge of Adobe Creative Suite products (InDesign, Illustrator, Photoshop).
- Ability to take direction and integrate feedback; translate concepts into images, layouts, logos, graphics, and other designs. The ability to work as a team player is crucial and creativity, innovation, and flexibility are key.
- The candidate will have a solid understanding of marketing campaigns, and the print production and mailing processes.
- Strong organizational and communication skills, the ability to juggle multiple projects under tight deadlines, and plan ahead are integral to the role. A self-starter with the ability to work independently.
- Knowledge of web content management systems, working knowledge of HTML, experience with BlackBaud "On" products is a plus.
- Excellent verbal and written communication skills, including proofreading and editing.
- One to three years of experience, preferably in an educational environment.
- Bachelor's degree required, preferably in communications, graphic design, or marketing.
- Commitment to Derby's mission and core values while adhering to the School's style and visual branding guidelines.

### To Apply:

Send résumé, cover letter, salary requirements, references, and writing and design samples to Deb O'Brien at [dobrien@derbyacademy.org](mailto:dobrien@derbyacademy.org). No telephone calls, please. Qualified applicants will be contacted immediately. Derby Academy is an Equal Opportunity Employer.