

NEWARK ACADEMY

FOUNDED IN 1774

Position Description Office of Institutional Advancement

Communications Associate

Newark Academy is seeking a creative, talented, and highly motivated communications professional to create content for website communications and publications. The candidate must have a collaborative spirit, strong writing and editing skills, and a passion for storytelling, as well as a desire to experiment with new technologies.

Reports to: Director of Communications

Responsibilities:

- Provide copywriting, editing and proofreading support for school magazine, annual report, brochures and other publications
- Interview constituents for stories and turn interviews into compelling stories
- Write and submit press releases and feature stories, as well as develop media opportunities as needed
- Produce compelling website content and news updates
- Assist with securing content, proofreading and verifying information for the weekly Parent eNewsletter
- Organize content for the annual Back-to-School guide
- Prepare speeches and/or talking points for NA members at selected events
- Support the Director of Communications on photo shoots
- Manage photo cataloguing and media clip archiving
- Liaison with vendors (designers, printers) and staff and faculty members
- Staff events outside the school day as needed

Requirements:

- Outstanding writing, editing and proofreading skills
- Ability to identify and generate creative story ideas
- Ability to work well in a high-performance, collaborative, team environment
- Strong organizational and project management skills, extraordinary attention to detail
- Ability to manage multiple projects simultaneously while meeting demanding deadlines
- Excellent interpersonal skills and the ability to work with a wide array of constituents (including parents, students, faculty, alumni and vendors)
- Thorough working knowledge of tools and technology for web content management (experience with Blackbaud/WhippleHill and/or Wordpress preferred)

- Proficiency with office computer programs (Microsoft Office and G Suite) and experience with Creative Suite (Photoshop and InDesign) and digital photography a plus
- Strong grasp of Associated Press style
- Previous experience in communications and/or journalism within an education setting preferred
- Bachelor's degree in English, Journalism, Writing, Communications or related business field required
- Ability to work evenings and weekends as needed

The position is full-time, 12 months per year, and eligible for benefits.
Salary is commensurate with experience.

Interested candidates should submit a letter of interest and resume to Hannah Wyrzykowski at hwyrzykowski@newarka.edu.

Newark Academy
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