



Position Available: Communications Coordinator

Forest Ridge School of the Sacred Heart provides a diverse and rigorous college preparatory environment that inspires young women to become confident, compassionate leaders. As a member of a global network of more than 150 schools, we educate to the core of our 200-year tradition through the Sacred Heart Goals and Criteria: a personal and active faith in God, a deep respect for intellectual values, a social awareness that impels one to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom.

Forest Ridge School of the Sacred Heart educates young women to think critically, embrace challenges, model resilience, confront injustice, seek equality and lead globally in the pioneering spirit of our foundress. Our graduates change the world.

Position Description:

We seek a Communications Coordinator to provide communication support for the Head of School, Institutional Advancement team, Admissions and other school departments. A successful candidate will embrace the school's culture and seek opportunities to advance the Forest Ridge mission with regular announcements of accomplishments, articles of interest and events in the local and wider community.

Responsibilities:

- Produce communications and publications for internal and external communities: parents, faculty and staff, alumnae, friends, benefactors, the media, prospective families, etc.
- Write and advise in the development and production of all school publications, including but not limited to Admissions collateral, website, Post It, Annual Report, e-communications, school blog, etc.
- Review and proofread written communications from the school community including letters, newsletter and print publications.
- Compile, write and edit the content for bi-annual school magazine, *Mes Amis*.
- Act as a resource to all departments and Parent Association (PA) volunteers on written content for printed communications and materials, including but not limited to flyers, brochures, programs, signs, announcements, invitations, etc.
- Write press releases.
- Spearhead communications in the wake of any crisis and in response to decisions of the Crisis Team.
- Attend major school events and capture their essence for communication purposes.

Qualifications: Successful candidates will have a bachelor's degree in marketing, communications, journalism or English and at least 3 years relevant communications experience, or equivalent combination of education and experience. Proficient in InDesign and Microsoft Office Suite.

Salary/Benefits: Forest Ridge School of the Sacred Heart is committed to attracting and retaining outstanding employees through a competitive compensation and benefits package.

Application Process: Applicants should email the required information: Cover letter, resume and various writing samples to Forest Ridge School of the Sacred Heart, Attn: Casey O'Rourke, Director of Institutional Advancement, corourke@forestridge.org. This position is open until filled.

Forest Ridge School of the Sacred Heart does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, national and ethnic origin, sexual orientation or any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs.