



Position: **MARKETING AND COMMUNICATIONS ASSOCIATE**
Reports to: Director of Marketing and Communications
Department: Marketing and Communications
FLSA: Exempt
Date: August 14, 2018

The Fenn School seeks a *Marketing and Communications Associate* to support the design and implementation of the strategic marketing and communications vision across the institution. The ideal candidate is enthusiastic, friendly, self-confident, and comfortable interacting with colleagues across school divisions and departments (e.g. academics, admissions, advancement, etc.).

This individual would work closely and collaboratively with the Director of Marketing and Communications to conduct best-practice research and brainstorm fresh and creative ideas for marketing and communications initiatives. He/she would help to source and package content for Fenn’s website, social media platforms, and print pieces that include the School’s biannual magazine. He/she would also support the School’s varied, day-to-day communications needs, as well as creation and distribution of Fenn’s weekly email newsletter, *Friday Fenn*.

Interested candidates must have strong writing skills and an enthusiasm for identifying, developing, and pitching “news” stories, as well as extensive knowledge of and experience with social media. The ideal candidate also has experience with website design and content development, video production, and photography. Special events experience is a plus.

This individual will report to the Director of Marketing and Communications and serve on a team that also includes a part-time Assistant Director, whose primary area of focus is social media and other online communications platforms.

This is a full-time, twelve-month position with some evening and weekend hours as school events dictate.

Summary of Qualifications:

- A degree in journalism, communications, marketing or related field
- 2+ years of experience in a relevant area of marketing and communications preferred but not required
- Strong writing and proofreading skills and attention to detail
- Deep knowledge and proven use of varied social media platforms
- Experience crafting, packaging, and pitching “news” stories
- Equal comfort collaborating with teams or tackling independent work
- Demonstrated ability to multi-task, work within stated schedules, and meet deadlines
- Excellent computer skills, including the ability to use a content management system for websites
- Working knowledge of desktop publishing software (e.g. Adobe InDesign, Illustrator, Photoshop/Lightroom, etc.) welcome
- Video production and photography skills preferred
- Special events experience a plus

Interested parties should submit electronically to Jennifer Everett, Director of Marketing and Communications, at jeverett@fenn.org a letter of interest, a resume, and three writing samples. Fenn's aim will be to send an email acknowledgement within a reasonable amount of time upon receipt of materials. Interested candidates are kindly asked not to contact the School directly.