

Director of Marketing and Communications
Full-Time, 12 Months

Scranton Preparatory School is currently accepting applications for a full-time Director of Marketing and Communications. The Director of Marketing and Communications reports to the VP for Advancement and oversees the school's communications. The Director will work closely with different departments as well as Prep students to properly market the school through various media channels. This individual will also work on scheduling the communications coming out of Scranton Prep to ensure an optimal experience for Prep's various constituent groups.

The ideal candidate will meet the following minimum requirements:

- Bachelor's degree in a related field.
- Experience working with high school students and in team environments.
- Strong organizational skills.
- Excellent writing, communication, and public speaking skills.
- Strong knowledge of social media and related advertising platforms.
- Proficiency with Microsoft office applications.
- Strong collaborative and creative problem-solving skills.
- Possesses a genuine enthusiasm for and interest in the co-curricular aspects of the school community.
- Strong affinity for the Catholic and Jesuit mission of the school and its philosophy and values.

Responsibilities include, but are not limited to:

- Serve as the communications home base for departments throughout the school. This includes both general communications and marketing opportunities.
- Serve as the website coordinator, working in conjunction with the system administrator to make sure that the site is up-to-date.
- Create student-driven content for various Prep social media pages.
- Create relationships with media outlets throughout the region to create a stronger Scranton Prep presence.
- Protect the school's brand through work with outside agencies.
- Assist in community outreach initiatives such as Great Ignatian Challenge, Prep food and clothing pantries.
- Assist with various Prep events in admissions, advancement, and student engagement/retention.

Please send letter of interest and resume as soon as possible to:

employment@scrantonprep.org

Scranton Preparatory School's Diversity Statement:

St. Ignatius Loyola, founder of the Jesuits, teaches us to seek God in all things. Jesuit schools believe that God can be powerfully encountered through an educational experience that includes and explores the great diversity that marks Creation in general and humanity in particular. Accordingly, Scranton Prep strives to form a school community in which differences in race, ethnicity, culture, religion, socioeconomic status, gender, sexual orientation, physical ability, and learning style are experienced, accepted, and understood.