



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Executive Assistant/Communications Manager

The Executive Assistant/Communications Manager is a full-time, salaried position with a 12-month work schedule, beginning July 1, 2022. The Executive Assistant/Communications Manager will report to the Headmaster.

Position Overview

The Executive Assistant/Communications Manager provides general administrative support for the Headmaster and his administrative team and is, in particular, responsible for the school's overall strategic plan for internal and external communications. He or she will be responsible for the planning, development, and implementation of school communication via email, the school website, social media (Facebook, Instagram, and LinkedIn), schools apps, and weekly e-newsletter.

The Executive Assistant/Communications Manager's essential duties and responsibilities are as follows:

Administrative

- Provides general administrative support for the Headmaster and his administrative team as directed
- Coordinates calendars for the Headmaster and his administrative team
- Schedules faculty meetings; prepares and distributes agendas for faculty meetings as directed by the headmaster
- Takes minutes during faculty meetings
- Answers, screens, and directs phone calls and distributes correspondence in the absence of the School Receptionist

Communications

- Manages planning school website event calendar
- Plans, develops, and implements school communication via email, social media (Facebook, Instagram, and LinkedIn), and schools apps
- Assists in writing, publication, and distribution of weekly school e-newsletter
- Captures campus life—and its stories—through various media including print, digital, and video
- Manages and oversees all photography and photographers (website, print materials for arts, athletics, academics, and clubs) to be able to effectively tell the Classical story
- Writes and delivers press releases and manages relationships with local media
- Partners with the Enrollment Manager to carry out an effective enrollment marketing campaign
- Ensures proper application of the school's brand for all printed, digital and verbal communication according to Classical's style guide

Other Duties

- Manages yearbook program including recruiting yearbook team members
- Manages school picture program
- Assists with car-line duties as directed by the Assistant Principal

Computer Skills

- Proficiency in Microsoft Office Suite, Google Workspace, all social media platforms, online content management system (e.g. WordPress, Elementor)
- Proficiency in Adobe InDesign and Photoshop a plus

Qualifications

- Bachelor's degree and 3-5 years communications (or related) experience, preferably in a school setting
- Capacity to take initiative and be self-directed while working independently, and communicate and meet deadlines
- Proficiency in social media, marketing, repurposing content, editing, and copywriting
- Excellent verbal and written communication skills and genuine love of storytelling
- Flexibility, organization, decision-making and problem-solving skills
- Ability to meet deadlines, work on multiple projects, and coordinate work with others

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to Mr. Michael Rose, Headmaster: mrose@cincyclclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.