



Christian Brothers High School

Job Description

Job Title: **Assistant Director of Communications**
Reports to: Director of Admissions and Communications
Status: Full Time/At-Will Employment
FLSA Status: Exempt
Salary: Depending on Experience

Mission of Christian Brothers

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

Summary of Position: The Assistant Director of Communications at Christian Brothers High School (CB) is responsible for the public relations and marketing activities of the school. The successful candidate shall possess a commitment to Lasallian Catholic Education and recognize the purpose of the position as an opportunity to create and participate in events and activities that sustain and strengthen the school's role and reputation as an academic leader in the Sacramento educational community.

Essential Duties and Responsibilities:

1. Build positive relations with the CB community - faculty, staff, families, students, and alumni.
2. Work collaboratively with office of the President, Admissions, Philanthropy, and Administration.
3. Stay up to date and informed regarding school events and programs.
4. Oversee and promote CB's social media presence including Facebook, Instagram, Twitter, Snapchat, LinkedIn.
5. Produce press releases centered on human interest stories and accomplishments of the school community.
6. Coordinate advertising of Open House and Summer School
7. Coordinate photography for philanthropic events and schoolwide celebrations and events such as the annual auction, Wine, Beer, and Food Extravaganza, Holy Bowl, Graduation, etc.
8. Establish and maintain positive and professional relationships with local media outlets.
9. Oversee production of the Christian Brothers Connection magazine.
10. Serve as editor for communications materials including collateral marketing pieces, online content, school messages, etc.
11. Collaborate with the IT Department to ensure the school's web presence is informative, up-to-date and serves as effective communications tool.

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"The Place to Be."



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12. Publish monthly Falcon Family News online newsletter.
13. Support Director of Admissions and Communications with other duties as assigned

Job Skills

1. Strong writing and editing skills with close attention to detail.
2. Excellent project management skills with ability to focus on multiple projects simultaneously.
3. Comfort with social media and online collaboration tools and graphics programs – Adobe Creative Cloud, Canva, WordPress, etc.

Education and Experience

1. Bachelor's degree in communications, marketing, public relations, or related field.
2. Demonstrated commitment to Lasallian Catholic education.

Physical Requirements

1. This is a full-time, exempt position. Days and hours of work are Monday through Friday, and incumbent has the flexibility to work a normal business day between the hours of 7:30 a.m. and 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.
2. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
3. Ability to grasp, push, and/or pull objects
4. Ability to reach overhead
5. Ability to operate telephone
6. Ability to lift up to 25 lbs.
7. Ability to operate a computer
8. Ability to process written, visual, and/or verbal information
9. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation needed would not result in undue hardship.

Those interested in applying should submit a resume and cover letter to hr@cbhs-sacramento.org This position is open until filled.

This document in no way constitutes an offer of employment nor act as terms and conditions of employment.

Christian Brother High School is an Equal Employment Opportunity Employer.
Minorities/Women/Veterans/People with Disabilities.

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