



Christian Brothers High School

Job Description

Job Title: Communications Specialist
Reports to: Director of Communications
Status: Full Time/At-Will Employment
FLSA Status: Hourly

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 Communications Specialist at Christian Brothers High School (CB) assists the Director of Communications with internal and external communications, promotion of CB events, initiatives, and campaigns via paid and earned media, social media, the school website and more. 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 Director of Communications, office of the President, Admissions, Philanthropy, and other Administration.
3. Stay up to date and informed regarding school events and programs.
4. Help manage, post content and promote CB's social media presence on various platforms, including Facebook, Instagram, Twitter, and LinkedIn.
5. Capture CB stories from students, faculty, staff, alumni, and donors through photography, videography, and the written word.
6. Assist the Director of Communications with documenting CB events through photography, videography, and social media/website updates.
7. Assist Director of Communications with production of the Christian Brothers *Connection* magazine, and monthly and weekly publications.
8. Serve as a writer and content contributor for communications materials including collateral marketing pieces, online content, school messages, etc.

9. Help maintain the school's website and collaborate with the IT Department to ensure the school's web presence is informative, up-to-date and serves as an effective communications tool.

Job Skills

1. Strong writing and editing skills with close attention to detail.
2. Strong photography and videography skills (includes shooting and editing).
3. Excellent project management skills with ability to focus on multiple projects simultaneously.
4. Comfort with social media and online collaboration tools and graphics programs, including, but not limited to: Adobe Creative Suite, Canva, WordPress, and Final Cut Pro.

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, hourly 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 Mac/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.

Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.

This document neither constitutes an offer of employment nor acts as terms and conditions of employment.

Christian Brothers High School is an Equal Employment Opportunity Employer.

Minorities/Women/Veterans/People with Disabilities.