



SAINT ANN'S SCHOOL

Communications Associate

Saint Ann's School is seeking a full-time Communications Associate. The Communications Associate is a deft communicator with strong technology skills who is excited to be a part of a nimble communications team in a rich academic environment that centers the needs and voices of students. The Associate works with staff, faculty, parents, trustees, students and others to support the school's people and advance its institutional goals and mission, including its particular focus on the arts and its commitment to creating a more diverse, equitable and inclusive learning and working environment in which all community members feel a sense of belonging.

This is a full-time, 12-month staff position on a three-person team that reports to the Director of Communications.

ABOUT SAINT ANN'S SCHOOL

Saint Ann's is among the largest and most selective independent schools in New York City, known for the breadth and depth of its curriculum in academic disciplines and the visual and performing arts. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth. Recently, Saint Ann's has made a commitment to centering anti-racism in the life of the school.

RESPONSIBILITIES

- *Frontline Support:* Serve as a first point of contact for individual faculty members and academic and administrative departments on a broad range of communications and event-related needs. Respond to requests in a professional, timely, and helpful manner. With



guidance from the Director of Communications, assess need and either fulfill independently in a way consistent with the school's overall communications strategy and mission, or coordinate with the appropriate staff member in Communications, Technology, Program, Buildings and Grounds or other administrative office to ensure a comprehensive response. Ensure that planned school events are reflected on all relevant calendars, are not in conflict for space or resources, and will be appropriately publicized and staffed. The Associate manages school-wide event calendars and works in close partnership with colleagues throughout the school administration who have overlapping event-related responsibilities to share information in support of the successful execution of events for all constituent groups.

- *Content Creation/Community Building:* Regularly visit classrooms throughout campus and attend school events; build relationships with stakeholders throughout the school. Create compelling photo and video content for use throughout school's print, digital, and social media. Source and develop story ideas for the *Saint Ann's Times* magazine. Monitor school calendar for upcoming events and reach out to colleagues proactively to solicit content.
- *Writing and Editing:* With guidance from the Director of Communications, and in collaboration with colleagues, write and edit magazine and website stories about school events, classes, curriculum, and community members. Write and edit effective letters, announcements, invitations, newsletters, and other content for academic departments, administrative offices, and auxiliary programs.
- *Project Management:* Ensure effective process for annual review and production of school publications, including handbooks, directories, course catalogs, school profile, admissions and advancement collateral, new hire introduction, etc. in coordination with Web and Graphic Design Coordinator. Assist with creation of all print and digital publications.
- *Digital Asset Management:* Maintain growing database of photo and video assets. System design, editing, storage and organization, tagging, labeling, sorting. Receive photos and videos from constituents, cull, edit and organize in a timely manner.
- *Calendars and Event Management:* Manage school-wide event calendar and coordinate logistics with academic departments, division office staff and facilities staff. Assist the Director of Communications with annual calendar design, planning, and creation.



- *Email/SMS Communications:* Support Director of Communications in writing, producing, scheduling and sending email and SMS communications on behalf of constituents throughout the school. Manage calendar for all large-scale schoolwide communications. Manage channels, permissions, bounce list and other technological aspects of email communications in school database system and provide email troubleshooting assistance for constituents. Support Director of Communications in writing and distributing crisis and emergency communications for constituents throughout the school.
- *Systems Management:* Management of Parent and Faculty Portals in school database system for constituent communications in coordination with Web and Graphic Design Coordinator.

Other administrative duties and projects as assigned by the Director of Communications.

PERSONAL AND PROFESSIONAL REQUIREMENTS

- Bachelor's degree
- Familiarity with and 2+ years experience in an independent school environment or similar setting
- Excellent verbal and written communication skills
- Superb project management skills: an ability prioritize and manage timelines for small and long-term projects simultaneously; flexibility to adjust workload as new work may arise unexpectedly; ability to balance independent self-management with collaboration
- Obsessive attention to detail
- Impeccable organizational skills
- Basic photography/videography skills/experience
- Comfort with new technology
- Utmost discretion with confidential and sensitive information
- Love of children and a clear understanding and appreciation of the school's mission
- Patient, professional, accommodating approach to working with and meeting the needs of a broad range of constituents
- Facility with all Google Suite applications and all MS Office applications; working knowledge of WordPress
- Occasional night and weekend availability to attend events



Preferred:

- Working knowledge of Adobe Creative Cloud (particularly InDesign and Photoshop)
- Facility with Veracross school information system
- Interest or background in the arts, broadly defined (visual art, music, theater, etc.)

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.

TO APPLY

Interested applicants should send a resume and a cover letter that speaks directly to the school's mission to communications@saintannsny.org with the words "Associate Application" in the subject line. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Deadline to apply is May 13, 2022. Anticipated start date of August 15, 2022.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.