



At Stevens Cooperative School, we imagine a world with well-informed, engaged citizens who are motivated to make a difference. In partnership with our diverse faculty, staff, families and the greater community, Stevens Cooperative School students explore, question and communicate in ways that will inspire and shape the future.

Stevens is seeking a Marketing and Communications Associate, beginning July 1, 2019. The Marketing and Communications Associate reports to the Director of Marketing and Communications and provides assistance and support, promoting the initiatives of each of the school's segments, including: Head of School, Academic Team, Admissions Office, Advancement Office, Auxiliary Programs and Athletics Programs.

As the keeper of the school's message, the goals of the Marketing and Communications Department are to (1) communicate and demonstrate Stevens Cooperative School's mission, vision, values and outcomes to all constituents; (2) share information about the school's programs and offerings, telling the story of Stevens in a way that engages prospective families and inspires donors to give to the school's fundraising initiatives; and (3) maintain and enhance the school's reputation as a competitive independent school in Hoboken and Jersey City.

Responsibilities:

- Draft and proof email communications to school families, using school software platform (Blackbaud).
- Draft the weekly e-newsletter to families (Events & Reminders).
- Support with the production of the *StevenScoop*, the school's bi-annual magazine for alumni, parents, and friends.
- Support with drafting, design, and production of the *Mini Scoop*, the school's monthly e-newsletter, distributed using Constant Contact.
- Draft school announcements to be included in local media postings and newsletters.
- Provide support with edits to the school website, using school's website hosting platform (Finalsite).
- Attend school events and take photographs/videos for publication.
- Take photos and videos of classroom happenings for publication.
- Assist with production of communications and marketing for admissions, summer camp and advancement purposes.

- Assist with drafting of school event flyers.
- Support social media efforts, including drafting of content and posting to Facebook, Instagram, Twitter and LinkedIn.
- Coordinate All-School and Class/Individual Picture Day.
- Update School Calendar throughout the year and maintain Athletics Calendar on the school website.
- Order business cards for new personnel.
- Assist with annual Curriculum Guide updates.
- Attend Communications Committee meetings quarterly.
- Maintain contacts for Stevens constituents within Constant Contact and the school's emergency broadcast system (One Call Now).
- Other responsibilities, as needed.
- Provide coverage support for the building, as needed.

Qualifications:

- Minimum 2-3 years experience in marketing, communications, or public relations;
- Skilled in writing and publication design;
- Attention to detail;
- Bachelor's degree.

To Apply:

Qualified applicants should email a cover letter and employment resume to Arielle Newcombe, Director of Marketing and Communications, at **arielle@stevenscoop.org** including Marketing and Communications Associate in the subject line.

Stevens Cooperative School is fully committed to a culturally diverse faculty and staff body and is eager to consider applications from traditionally underrepresented groups.