



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Marketing/Communications Assistant

Department: Communications

Appointment: Part time (potential to become a full time position)

Reports to: Chief Communications Officer

Job Summary:

St. Agnes Academy- St. Dominic School is seeking a part time Marketing/Communications Assistant to work as a member of the Communications team. Primary responsibilities are to provide graphic design support for the campus, assist with marketing and communications projects, and perform administrative tasks for the Office of the President as needed. Duties include graphic design projects, photography, and website updates.

Essential Duties and Responsibilities:

- Assist Director of Marketing with graphic design projects including creation of invitations, flyers, banners, programs, signage, and other marketing materials
- Edit and print a variety of marketing collateral and school related communications
- Coordinate with vendors to order, install, and distribute marketing materials including banners, yard signs
- Assist with photography and creation of video content to promote the school
- Under the direction of the Marketing Director be responsible for updates to the website including uploading photo galleries, maintaining directories, and editing content
- Complete administrative tasks and assist Director of Communications as needed
- Provide administrative support to the Office of the President as needed
- Support the school and its mission.

An Ideal Candidate would possess the following qualifications:

- Experience with InDesign, Illustrator, Photoshop, Word, Excel, and Adobe Acrobat
- Strong attention to detail
- Ability to multi-task
- Excellent organizational skills
- Ability to deal with confidential material in a sensitive manner

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individual to apply. Candidates should email a completed application to Ginger Jordan, Chief Communications Officer, gjordan@saa-sds.org. The position will remain open until filled.