



Job Description Communications Coordinator

Position available: Communications Coordinator, full-time.

Since 1964, Seattle Country Day School has been inspiring gifted children in grades K-8 to discover their potential through inquiry. Students are the center of a dynamic learning and discovery process. Experienced teachers focus on intellectual and character growth, attending to the social, ethical, and emotional needs of students. Small classes generate curiosity and innovation through inquiry learning, and provide opportunities for collaborative experiences with a curriculum rich in mathematics, science, technology, humanities, and the arts.

Seattle Country Day School affirms that attracting, supporting, and embracing a diverse community is critical to fulfilling its mission of educating gifted students, and seeks diverse racial and ethnic backgrounds in its faculty in order to reflect the diversity inherent in a multicultural city and society. The school is committed to diversity among students, faculty, staff, and Board of Trustees, and does not discriminate on the basis of race, gender, religion, age, national origin, sexual orientation, or physical challenges.

About SCDS Advancement

The SCDS Advancement Team propels the school's mission forward through their direct support of annual fundraising efforts, events, alumni relations, publications, and communications. The team is comprised of the Director of Advancement, Assistant Director of Advancement, and Communications Coordinator. The Communications Coordinator plays a key role in connecting the community through their support of mission-centered messaging on the school's website, social media/blogs, news bytes, and newsletters. All team members collaborate closely, apply fundraising best practices, and embrace a donor- and community-centered approach.

Qualifications

- Excellent written communication and editing skills to communicate the values and the mission of SCDS in a compelling manner to both internal and external constituencies;
- Strong verbal communication skills, and ability to build relationships with all members of the school community;
- Computer skills: Advanced knowledge of MS Office suite; knowledge of Finalsite or other web-based CMS; knowledge of Senior Systems, Adobe Publisher, and InDesign;
- Experience in communications/marketing (3-5+ years);
- A team builder, with a donor-centered approach, strong interpersonal skills, excellent organizational skills, and the ability to prioritize;
- Willingness to work hands-on in developing and executing a variety of activities ranging from the internal day-to-day, to the highly creative, external and visible;
- A bachelor's or higher level degree;
- Knowledge and experience in using social media as a communications and marketing vehicle;
- Not-for-profit and independent school experience preferred.

Responsibilities

The Communications Coordinator will report to the Director of Advancement and support the internal and external communications and public relations needs of SCDS and its constituencies. In addition to being an accomplished communications professional, the Communications Coordinator will embrace SCDS's philosophy, mission, values, and inquiry-based culture in order to effectively advocate for the school. Specific responsibilities include:

- Coordinate school communications and implement an annual communications work plan guided by Advancement Department goals and the school's Strategic Plan. Refresh content on school's website, and ensure regular updating of news, announcements, photos, as well as related social media tools and blogs;
- Publish the school's weekly electronic newsletter, community newsletter, and collaborate with Director of Advancement to produce the school's major print publications including the school's calendar and *Kinetics* magazine.
- Provide event-related and general support to the Advancement Team which entails administrative support and time outside of the school's normal operating hours.

Salary

Competitive salary and excellent benefits package.

Application Process

Applicants should complete an employment application available on the school's website at www.seattlecountryday.org. Submit this completed application along with a letter of interest and resumé to humanresources@seattlecountryday.org Do not send documents without a completed application.