# Position Description

**Position:** Associate Director for Upper School Communication  
**Department:** Communication  
**Location:** Wigglesworth Hall  
**Hours:** Generally M–F 8:30–5:00; some weekends and evenings required  
**FLSA:** Exempt  

Milton Academy is an independent college preparatory K–12 school, boarding and day in grades 9–12, located eight miles south of Boston.

Milton Academy cultivates in its students a passion for learning and a respect for others. Embracing diversity and the pursuit of excellence, we create a community in which individuals develop competence, confidence and character. Our active learning environment, in and out of the classroom, develops creative and critical thinkers, unafraid to express their ideas, prepared to seek meaningful lifetime success and to live by our motto, "Dare to be true."

Milton enrolls approximately 1,000 students each year: 725 boarding and day students in the Upper School, and 275 day students in Lower and Middle Schools. Representing the majority of the student population, with families from around the corner and across the world, the Upper School has unique and complex communication needs.

**Summary of Position:**  
The associate director for Upper School communication leads the development, implementation, and maintenance of communication plans and strategies specific to Upper School students and their families. Reporting to the chief communication officer and embedded within the Upper School, this position will work closely with the Upper School administrative team to identify emerging and ongoing communications needs, and to develop, execute, and manage plans to reach priority internal and external audiences, particularly parents / families.

**Essential Functions and Responsibilities:**
Works closely with the Upper School administrative team to develop and manage integrated communications plans that support Milton Academy's Upper School and align with the School mission and institutional priorities.

- Identifies communications needs and oversees the development, implementation, and maintenance of Upper School communications, particularly digital; helps to prioritize and disseminate information to key audiences in a timely fashion.
- Engages with Upper School leadership and key stakeholders to ensure communications reflect divisional plans, processes, and initiatives, including efforts regarding diversity and inclusion.
- Develops and aligns regular and “ad hoc” communications on behalf of the Upper School principal and the Deans’ Office, including presentations, talking points, newsletters, and other internal and external communications.
- Works with the chief communication officer to align Upper School content with institutional priorities and strategy, and to assist with the flow of information from the Upper School.
- Works with other members of the central Communication Office and campus partners to ensure accuracy, consistency, and currency of information about the Upper School in all communications channels.
- Solicits regular feedback on information needs of priority audiences, and works with the Upper School principal and deans to address any gaps.
- Produces content, including emails, talking points, copy, and slides.
- Other duties as assigned

**Reports to:** Chief Communication Officer

**Manages:** No direct reports

**Education/Certification/Licensure**

**Required:** Bachelor's degree in a related field

**Experience**

**Required:**
- 5–7 years of experience in communication, demonstrating increased responsibility and initiative.
- Exceptional project management skills with the ability to create project plans, paying close attention to dates and deadlines and coordinating with other departments’ schedules.
- Ability to work effectively and closely with a diverse group of stakeholders and subject matter experts, managing and distilling messaging that meets audience needs.
- Demonstrated experience developing comprehensive plans for communicating to target audiences across print, digital, event, and social channels
- Experience aligning communication plans with larger institutional goals.
- Understanding of and appreciation for educational mission and communities.
- Strong writing and editing skills.
- Fluency in both G-Suite and Microsoft Office applications, and collaborative editing and workflow practices

Preferred:
- Experience in independent schools or higher education
- Experience working in a large organization with multiple constituencies and audiences
- Understanding of parent audience needs and engagement

Physical Abilities:

**Required:** Must be able to work at a computer for up to 8 hours each day consistent with OSHA standards. Must be able to move around the campus without restriction. Must be able to lift small packages (up to 15 pounds).

Other required experience and abilities:

**Required:** Understanding of strategic communications development and implementation within large organizations serving diverse populations. Ability to work independently and proactively as well as collaboratively with colleagues across departments. Ability to prioritize multiple projects and tasks in a fast-paced environment. Excellent verbal and written communication skills. Strong leadership and interpersonal skills with proven project management abilities. Excellent judgment and decision-making skills. Must understand issues of confidentiality. Receptive to supervision and professional development.

All interested internal candidates must complete an application for promotion or transfer and forward to your supervisor as soon as possible.

*Milton Academy welcomes candidates who would add to the intellectual, racial, cultural, and gender diversity of the school community. Milton Academy is an Equal Opportunity Employer.*