

The Archer School for Girls

Position: Communications & Strategic Marketing Coordinator

Summary: We are currently seeking a full-time Communications & Strategic Marketing Coordinator. The Communications & Strategic Marketing Coordinator will work closely with the Associate Manager of Communications & Strategic Marketing and will be an integral part of our lively, creative team. The Coordinator plays a key role in supporting administrative and communication efforts that further articulate Archer's mission to key constituents.

Essential Duties and Responsibilities:

- Work with the Associate Manager of Communications & Strategic Marketing to manage project workflow and oversee day-to-day milestones for projects
- Liaise between Communications, school departments, and outside vendors to coordinate and handle requests, provide project updates, and ensure on-time project completion
- Assist in creative development and technical execution of digital and print marketing and communications projects, via copywriting, editing, and light graphic design as needed
- Maintain contact and tracking lists, as well as media archive
- Submit and reconcile invoices with budget
- Perform other duties as assigned

Required Knowledge, Skills and Abilities:

- Self-starter with an ability to work independently and as part of a team
- Superior organizational, time management, oral and written communication skills; exemplary proofreader with a strong design eye
- Ability to prioritize and manage several milestones and projects efficiently and effectively
- Strong attention to detail while being able to think strategically and understand the larger vision
- Proficient using Google Suite, MS Office; familiarity with Adobe Creative Suite; web development experience / HTML knowledge a plus
- Technologically savvy, including the use of social media, website CMS, email marketing
- Ability to generate interest in the organization and foster positive, meaningful relationships with key constituents
- Strong interpersonal skills
- A good sense of humor and enthusiasm for a high-energy work environment and collegial manner
- Spanish language fluency a plus

Education and/or Experience

- Bachelor's degree required
- 1-2 years of experience in a relevant area of communications, marketing, or public relations.
- Experience in an independent school, startup, or nonprofit setting preferred.

The Archer School for Girls is an educational community that supports and challenges young women to discover their passions and realize their true potential. Beyond competitive pay and

benefits, employees enjoy working in a collegial, growth-oriented, and joyful community. We seek employees who will contribute to an equitable and just learning environment. Integral to its mission, Archer has remained passionately committed to cultivating a diverse and inclusive community where all students can thrive personally and academically. To learn more about the School, visit www.archer.org.

To apply, please click on the link below:

<http://www.archer.org/careers>

No phone calls, please. The Archer School for Girls is an Equal Opportunity Employer.