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**Job Posting**

**Position:** Communication Coordinator

Category: Full-Time, Year Round, Benefit Eligible

Salary: Commensurate with experience

**Job Summary:** The Communication Coordinator will perform work directly related to assisting with the servicing of Norwalk Catholic through advertising and marketing efforts.  The Communication Coordinator oversees the design and production of all publications, advancement materials, marketing materials, press releases, branding, etc. of the school to all constituencies. The Coordinator will also be responsible for the social media, mass email marketing, school app and website.

**Essential Job Functions and Responsibilities:**  
Excellent written and oral communication skills with proven ability to present, write, edit, and organize thoughts in a clear, concise, and well-organized manner for print, online, and other media. Candidates must possess:

* The ability to write copy that not only explains complex concepts but persuades audiences to take action
* The ability to change voice and writing style to fit different audiences, purposes, and media
* The ability to present comfortably in front of a group
* High attention to detail with copy editing and proofing skills
* A willingness to accept and incorporate feedback from multiple stakeholders
* Ability to manage multiple tasks simultaneously, coordinate the roles of various project contributors, set priorities and schedules, and meet and prioritize multiple deadlines with a minimum of supervision
* A good eye for design and the ability to communicate visually
* Proficiency with communication technologies
* While this position is primarily focused on communications and writing, an ability to work with designers and help guide the development of compelling visuals is preferred
* Perform other related duties as assigned

The position requires excellent communication skills, the ability to work with people, and the ability to develop and maintain beneficial relationships with parents, alumni, donors and professional colleagues.  Candidates shall be self-motivated, outgoing and results oriented with the ability and desire to set and reach ambitious goals. The Communication Coordinator must be able to work some evenings and weekends.

The Coordinator shall practice the profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust, and shall protect the confidentiality of all privileged information.

**Minimum Requirements:**  
Ideally the Coordinator will hold a post-secondary degree in communications, marketing or a related field. Experience in fundraising and/or marketing is preferred.

Deadline to apply: February 10, 2023  
Proposed Start Date: February 27, 2023

Apply at norwalkcatholic.org/o/2751/employment\_opportunities