



*as far as the mind can see*

## **Communications Specialist**

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1300 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world".

Overlooking Mission Valley, two separate campuses serve students in Lower School – junior kindergarten through 5th grade; Middle School – 6th grade through 8th grade and Upper School – 9th grade through 12th grade. As a college preparatory school Parker offers a comprehensive program that includes twenty-five advanced placement courses as well as a rich palette of electives – all designed to meet the individual needs of our students.

### **Job Description:**

Under the direction of the Director of Communications, the Communications Specialist will work to develop exceptional written and designed communications materials in a variety of modalities including narratives, websites, email, social media, print, and others to inform the Parker community of key information, news, events, and other topics that advance the School's mission and institutional goals.

### **Essential Duties/Responsibilities:**

- **Communications**
  - Research, write, and edit email newsletters and messages to ensure clear and accurate communication to constituents.
  - Copyedit, proofread, and revise communications from multiple departments to ensure accuracy and quality.
  - Create compelling written content for a variety of platforms including the School's website, social media, email, magazine, and more.
  - Support senior management, faculty, and staff as-needed with communications (i.e., slide presentations, one-pagers, etc.).
- **Graphic Design and Publishing**
  - Create compelling print and digital content to support the School's communications campaigns.
  - Create materials for multiple School departments and divisions, including Admissions, Advancement, and Athletics. Materials include invitations, postcards, programs, and more.
  - Create graphic designs to support social media campaigns and Parker Magazine.
- **Website**
  - Update and add content to the School's websites.

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus    6501 Linda Vista Road    San Diego, CA 92111    858 / 569-7900  
Mission Hills Campus    4201 Randolph Street    San Diego, CA 92103    619 / 298-9110

*as far as the mind can see*

- Regularly review the School's websites to ensure information accuracy, proper display on multiple devices, and site health.
- **Branding**
  - Steward the School's editorial and brand standards by ensuring consistency and visual integrity on all communications.
  - Revise communications from multiple departments to ensure alignment with the School's brand guidelines.
- **Crisis Communications**
  - Participate in reputation management and media monitoring.
  - Participate in crisis communications response and support.
- **Administrative**
  - Act as a liaison with third-party vendors and assist in managing those relationships.
  - Share administrative duties with other team members.
  - Perform other related duties as assigned or requested.

**Qualifications:**

- Bachelor's degree in a related area.
- Two or more years of related experience, and/or equivalent experience and training.
- Solid knowledge of communications principles, concepts, strategies, and best practices.
- Excellent written, verbal, and interpersonal communication skills.
- Current knowledge of social media platforms and current communications technology with the ability to demonstrate best practices.
- Proven project management skills and ability to drive a project from concept to completion.
- Experience with managing or updating websites.
- Ability to work well within a team and with other groups within the School.
- Ability to analyze data from campaigns and be able to draw insights with actionable recommendations based on the analysis.
- Experience collaborating/working with outside organizations.
- Acute attention to detail, accuracy, grammar, and punctuation.
- Strong time management skills.
- Strong organizational skills with the ability to multi-task and prioritize workflow.
- Highly motivated, productive, and deadline oriented.
- Good judgment, tact, diplomacy, and ability to guard confidentiality.

**Skilled in the use of:**

- AP Style
- Google products such as Gmail, Drive, Docs, Slides, and Sheets
- Microsoft Office Suite
- Blackbaud OnProduct software
- Adobe software including InDesign, Photoshop, Illustrator, Lightroom, and others



*as far as the mind can see*

- Content management systems such as WordPress
- Social media monitoring software
- Working knowledge of HTML

**Salary and Benefits:**

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

**Non-Discrimination:**

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

*The following person has been designated to handle inquiries regarding the School's non-discrimination policies, including its Title IX policy:*

Name: Katharine Wardle

Title: Assistant Head of School for Finance and Operations

Office Address: A114, Francis Parker School, 6501 Linda Vista St., San Diego, CA 92111

Telephone Number: 858 / 775-0430

Email Address: [kwardle@francisparker.org](mailto:kwardle@francisparker.org)

*For assistance related to Title IX or other civil rights laws, please contact OCR at [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481, TDD 800-877-8339.*

**Application Process:**

A cover letter, resume and completed employment application should be submitted electronically to:

Lori Foote, Director of Communications

[commjobs@francisparker.org](mailto:commjobs@francisparker.org)

<https://www.francisparker.org/about-us-/employment>

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus	6501 Linda Vista Road	San Diego, CA 92111	858 / 569-7900
Mission Hills Campus	4201 Randolph Street	San Diego, CA 92103	619 / 298-9110