

Houston Christian High School Communications and Marketing Associate

TERMS OF EMPLOYMENT:

1. Daily hours are 7:30 a.m. until 4:00 p.m., or as directed by the supervisor. Occasional evening or Saturday work may be required. This is a 12-month position.
2. Salary is based upon experience, qualifications, and paid in semi-monthly installments. This is a full-time, exempt position.
3. Benefits include premiums paid for employee's group hospitalization insurance (less employee paid portion), life insurance, social security, and eligibility for retirement plan participation.
4. Holidays coincide with teachers' holidays during the academic year. Vacation is per Faculty/Staff Handbook and is scheduled and agreed upon between the employee and supervisor.
5. Sick leave, personal business, and absence benefits are as per Faculty/Staff Manual.

REPORTS TO: Director of Communications and Marketing

The Marketing and Communications team supports the Houston Christian community with its messaging needs. The Communications and Marketing Associate reports directly to the Director of Communications and Marketing and is responsible for providing support and assistance with marketing, promotions, and internal and external communications outlined in the strategic communications plan.

RESPONSIBILITIES:

- Design and create marketing materials including graphic images, web banners, posters, promotional pictures for website and social media platforms such as Facebook, Twitter, Snapchat, and Instagram under Director's supervision, using new design concepts, graphics and layouts
- Manage and update online sources and social media accounts
- Gather, create, and edit video and photography for timely use in internal and external publicity and promotion efforts
- Manage print jobs, reviewing materials with printers to ensure quality and accuracy, and obtain approvals prior to final submittals and invoicing
- Provide administrative support for the Director of Marketing and Communications
- Provide support to other areas of the school and special events, as directed by supervisor
- Other duties as assigned by Director or Head of School

EXPECTATIONS:

- Must be a self-starter and critical thinker with proven problem solving skills
- Able to manage multiple tasks, consistently meet deadlines, and work with speed and a high degree of accuracy
- Able to work with a wide range of media graphic design software
- Committed to keeping up to date with marketing trends and learning new skills
- High level of integrity, diplomacy, and regard for confidentiality
- Must accept supervision and assigned tasks with a willing spirit
- Committed to the mission and values of Houston Christian High School
- Represent the school in a positive light.

QUALIFICATIONS:

- Bachelor's degree in Marketing, Communications or other related field or equivalent experience. Graphic Design degree and/or experience preferred.
- Strong proficiency in technology applications including Microsoft Suite and Google Apps. Proven graphic design experience with design software including Adobe Creative Cloud software, PhotoShop, Indesign, and Illustrator.
- Photography skills
- Experience with Social Media and web marketing is strongly preferred.
- Excellent organization, time management and multitasking abilities
- Strong verbal, customer service skills, and interpersonal communication skills.
- Strong writing and editing skills
- Ability to interact, communicate and present ideas

Interested candidates may complete and submit the Houston Christian Professional Application with the Staff philosophy questions, a cover letter, and resume to: hr@houstonchristian.org. Instructions and the application are accessible from the [Careers](#) page at www.houstonchristian.org. Resumes are not reviewed without the complete HC application.

While HC gives preference to members of the Christian faith, the School is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, sex, national origin, age, physical or mental disability, genetic information, pregnancy, childbirth, or any other protected class under federal, state, or local law except those exclusions specifically provided to Religious Organizations. The School is a Religious Organization as defined by Section 501(c)(3) of the Internal Revenue Code and accordingly reserves the right to employ persons who profess a Christian faith and have a philosophy of ministry similar to ours.