

2025 Harts Lane, Conshohocken, Pennsylvania 19428-2414

tel: 610-828-1231
fax: 610-828-6149

office@miquon.org
www.miquon.org



Director of Communications & Alumni Relations

4 or 5 days/week, starting summer 2013

Job description

The Miquon School is a community that is diverse along ethnic, economic, and religious lines and is actively seeking staff members who represent and broaden that diversity.

We are a small progressive elementary school, Nursery - 6th Grade, located on 10 wooded acres in a valley just outside of Philadelphia. Founded in 1932, we remain dedicated to preserving childhood, using innovative student-centered teaching practices, and developing children's knowledge of and appreciation for the environment.

The Miquon School does not discriminate on the basis of race, religion, gender, or sexual orientation in the employment of staff, admission of students, granting of financial aid, or the administration of school policies.

The Director of Communications & Alumni Affairs is responsible for creating and monitoring institutional communications within the current school community of about 130 families and a wider network of alumni and friends. He/she will be an ambassador for the school and will need to build relationships with the media with a goal of advancing Miquon's position with relevant constituents as well as driving broader awareness and donor support for Miquon. The Director of Communications leads the Advancement Team that includes the Principal, Directors of Admissions and Development.

Essential responsibilities include:

- developing and maintaining external and internal communications, and initiating marketing and fundraising efforts with the Directors of Development and Admissions
- building and nurturing connection to both current and alumni communities via online communication tools and social media
- providing leadership in institutional advancement planning within the administration, and coordination with the work of the Board
- managing the school's website, social media presence, and updates to all online content

- developing and editing content for various purposes, such as newsletters, handbooks, web pages, news items and community announcements, publicity and press releases
- preparing emergency communications and media relations plans
- documenting school events and news via photography and videography
- managing and updating the school archives
- various general administrative projects as required

The person we are looking for will have a bachelor's degree or better with a major in Marketing/Communications/Public Relations, and at least five years of experience in communications or a closely-related field. He/she will have strong organizational, writing, and computer skills. He/she will be knowledgeable and passionate about the education of young children, adaptable and a quick study, a creative thinker and problem-solver, and comfortable exploring technology. Miquon is an environment in which adults and children treat one another with respect, where tradition is important but change is valued, and the natural world outside every classroom door is a place for everyone to learn and play. The workplace atmosphere is informal, energetic, and supportive.

Specific skills/experience that would be an asset include

- Google Apps
- Adobe Creative Suite (Photoshop, InDesign, Acrobat)
- Microsoft Office (Word, Excel)
- social media management
- photo editing and management of photo archive
- video production
- Wordpress or similar website CMS
- Constant Contact or similar
- database

The position could be four or five days depending on skills and experience, with a salary range from \$38,000 to \$48,000.

To apply for this position:

Please send your resume and a detailed cover letter that includes your particular qualifications for this position and your specific interest in working at The Miquon School to principal@miquon.org. Deadline is May 10, 2013.