



SAINT IGNATIUS

Cleveland · Jesuit · 1886

Position Description: Assistant Director of Communications

The Assistant Director of Communications is responsible for overseeing all editorial content. The Assistant Director of Communications acts as editor and publisher of the school's primary publications, including three issues of Saint Ignatius Magazine. The Assistant Director will write and create content for multiple platforms including print, digital, and the website and will assist in the planning, implementation, monitoring and evaluating of communications programs and campaigns. Responsibilities include executing content strategy and copywriting that support the goals of Saint Ignatius High School with respect to alumni engagement, parent outreach, and organizational growth by maximizing the impact of content.

The position pays a competitive salary with excellent benefits in an outstanding work environment. Saint Ignatius has been named a "Best Workplace" by the Cleveland Plain Dealer annually since 2011. Numerous personal, professional, and spiritual growth opportunities are offered. As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating Men for Others for more than 130 years. The school is known locally, as well as nationally, as a leader in educational excellence.

This position is a full-time, exempt, year round position that reports to the Director of Marketing and Communications.

Key Responsibility Areas

- Define, drive and follow up the day-to-day communications activities as well as long-term communications strategy including email, web pages, social media posts, multimedia, signage, posters, cards, newsletters, etc.
- Serve as editor and publisher Saint Ignatius Magazine, the school's primary print publication; work includes story conception and assignment, vendor management and guiding and coordinating each issue from conceptualization to publication.
- Develop and manage production calendars from planning through execution.
- Write, update and publish Editorial Standards Guide; maintain responsibility for correct use across Saint Ignatius High School.
- Responsible for maintaining consistent organizational voice and tone across communication channels.
- Oversee SEO strategy for the school's websites including ignatiuswildcats.com.
- Collaborate with Marketing and Communications team members to assist in comprehensive projects that serve the school's annual goals and priorities.
- Champion correct usage of graphics standards, brand and corporate guidelines. Protect and promote the school brand and identity.
- Manage projects to ensure both internal resources and suppliers are working on time and on budget to deliver assignments by expected deadlines.
- Ensure all content maintains a high level of quality, features a consistent tone and style, and supports overall brand marketing strategies



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Qualifications

- Bachelor's degree from an accredited institution in Marketing, Journalism, Communications, English or related field. Master's Degree preferred.
- Excellent communication skills; strong attention to detail and proofreading; varies writing style to meet specific needs; able to quickly repurpose content coming from multiple internal and external sources; highly organized.
- Consistent track record of working across multiple divisions/operating groups and functions and juggling multiple priorities.
- Superior writing ability, with command of the English language and grammar, and solid knowledge of AP Style.
- Experience writing for a variety of digital and print media, including web pages, email, newsletters, flyers, brochures and client correspondence.
- Understanding of SEO.

The successful candidate will also demonstrate the following:

- Commitment to Catholic faith and Jesuit Spirituality.
- Customer service focused
- Project management skills
- Process improvement and detail oriented with a focus on accuracy
- Professional attitude, demeanor, and work ethic
- Attitude of service to others
- Ability to work both independently and cooperatively in a team setting
- Willingness to engage in personal, educational and faith development

Our Workplace:

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally Jesuit schools should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.



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About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,400 young men who hail from 92 cities in an 11-county region. Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 114 faculty members, 89 percent of whom hold advanced degrees. Fifty-six percent have spent 10 years or more teaching at Saint Ignatius.

Saint Ignatius is also home to The Welsh Academy, a middle school for boys from local families of modest economic means, founded in 2019. The academy enrolls more than 60 boys in grades 6-8 and occupies Kesicki Hall on campus.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Applicants with Disabilities:

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Department at (216) 651-0222 ext. 4461 for assistance.

Application deadline: August 20, 2022