



Jesuit High School is now accepting applications for:

Communications Assistant

Our Mission Statement: Jesuit High School, in its mission as a Catholic, Jesuit, college preparatory school, labors to form men engaged in the world who are dedicated to serving God by being open to growth, intellectually competent, religious, loving, and just.

Job Outline: The full-time Communications Assistant is part of Jesuit's Development Office and reports to the Director of Communications.

Primary Responsibilities:

- Promote and advance the mission of Jesuit High School via social media, media, the school website, the school magazine, and other communications outlets
- Photograph and video Jesuit events and activities, and produce quality photos, graphics, and videos for posting and publication in a timely manner
- Write informative stories and social media posts about Jesuit students/staff/alumni
- Interact with media outlets and outside constituencies to promote Jesuit, and monitor the media and social media landscape
- Engage with students, staff, coaches, parents, and alumni to assist in the production of appropriate content for Jesuit's communications
- Maintain a very high level of accuracy, grammar, editorial consistency, and professionalism with all posted and published items
- Support Development events, such as Gaudiosa, Homecoming, Celebration of the Arts, the Hartnett Golf Classic, the Men for Others Dinner, etc.

Requirements:

- Bachelor's degree, preferably in Communications or related field (PR, Marketing, etc.)
- Strong working knowledge of social media, websites, media relations, and publications required; knowledge of SEO and brand management preferred
- Excellent written and communication skills, detail-oriented with ability to multi-task and complete assignments of high quality in time and on deadline
- Excellent computer skills required; photography, graphics, video skills preferred
- Some nights and weekends required

Deadline to Apply: Jun 15, 2022

Date Needed: July 1, 2022

To Apply: Please apply online at <https://jesuittampa.applicantstack.com/x/detail/a287q28yf6lp>. Direct any questions you may have to employment@jesuittampa.org.

Founded in 1899, Jesuit High School is a private, Catholic school for boys grades 9-12.