



ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: **Communications Assistant**

July 2, 2020

POSITION SUMMARY:

The Communications Assistant will advance Loyola High School's strategic objectives by contributing broadly and flexibly to a range of initiatives: enrolment marketing, reputation-building, improving visibility, and developing community. In addition, the Communications Assistant will collaborate on projects, share knowledge, and assist in activities designed to increase the visibility and impact of our mission.

RESPONSIBILITIES:

Reporting to the Special Assistant to the President – Director of Communications, the Communications Assistant will:

- Contribute to the development of a strategic marketing and communications plan that will achieve short-term and long-term goals.
- Produce high-quality content to tell Loyola's story.
- Create, monitor, and upload content to various social media platforms such as Twitter, Facebook, Instagram, YouTube.
- Pitch stories to local and other media networks and conduct interviews with: students, faculty, staff, parents, alumni, donors, community partners and business partners.
- Assist with general administration in the communications department and other administrative divisions. This can involve answering calls, scheduling meetings, preparing presentations, gathering and preparing materials for projects, processing email, etc.
- Help format and maintain consistency in promotional materials, newsletters, handouts for meetings, project documents, keynote presentations, etc.

QUALIFICATIONS:

- Bachelor's Degree preferred. Academic study in marketing, communications, media production, or a related discipline is preferred.
- Fluency in English and French, spoken and written is preferred.
- Strong writing, editing, and multimedia skills, particularly the ability to produce compelling copy, photography, and video that engage Loyola's key stakeholders.
- Capacity to perform well on tight deadlines and the ability to shift hours occasionally to support special events held in the evenings and on weekends.
- Familiarity with graphic and video design software is a strong asset.
- Familiarity and commitment to the Jesuit tradition; primarily in an educational context is a strong asset.

LOYOLA HIGH SCHOOL:

Loyola High School is a private Jesuit, Catholic school for boys in grades 7–11 located in Montreal. Loyola challenges its young men to become intellectually competent, open to growth, religious, loving and committed to doing justice. In the Ignatian spirit of care and concern for the individual, Loyola strives to develop the diverse and unique talents of each member of the Loyola community, and encourages the use of these talents to serve others for the greater glory of God.

SALARY: Commensurate with education and experience

START DATE: ASAP

PLEASE SEND COVER LETTER AND CV TO: Adam Pittman, SJ
Special Assistant to the President –
Director of Communications
president@loyola.ca

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.
