



New Hope Christian Academy

Position: Marketing Associate

Hours: Full Time, 12-month position

Reports to: Director of Admissions, Marketing & Communications

Job Description: The Marketing Associate works in close cooperation with the Director of Admissions, Marketing & Communications to advance the mission of New Hope Christian Academy through marketing and advancement efforts and initiatives.

Essential Responsibilities:

- Work closely with the Director of Admissions, Marketing & Communications in all aspects of marketing, promotions and communications.
- Support the marketing department by scheduling and organizing the creation of social media, website content, e-news, and other communications materials.
- Work with marketing and development team to coordinate activities that lead to the completion of departmental projects and tasks.
- Collaborate with the Development Associate on advancement initiatives and activities.
- Organize all external communications to be streamlined from marketing department.
- Drive Social Media (Twitter, Facebook, Instagram) presence.
- Organize all marketing projects, promotional materials and other brand materials.
- Assist with school-wide events.
- Assist in the preparation and mailing of *Soar* publication (3 times per year).
- Keeps promotional materials ready by coordinating requirements with graphic designer, inventorying stock, placing orders, and verifying receipt.
- Perform other related duties as required or assigned by the Director of Admissions, Marketing & Communications.

Qualifications:

- Demonstrate a love for God and His children.
- Demonstrate a relentless commitment to the unique mission of New Hope Christian Academy.
- Support the School and its leadership.
- Bachelor's degree in Marketing or Communications preferred, but not required.
- Some experience in marketing, advertising or graphic design.
- Maintain confidentiality concerning sensitive, personal information.
- Dress appropriately and professionally.
- Flexibility to work occasional evenings and weekends to represent New Hope by attending community/school/fundraising events.
- Strong attention to detail.
- Must be motivated and able to work with minimal supervision.
- Excellent verbal and written communication skills.

To apply, please email a completed staff application, along with your resume to: dcasey@newhopememphis.org.
Candidates selected for second phase of interview process will be required to submit original content writing pieces.