



Suffield Academy

MARKETING AND COMMUNICATIONS SPECIALIST

Suffield, Connecticut



Suffield Academy is fully dedicated to a mission of serving a diverse community with a commitment to scholarship and respect for individual differences and growth. The academic, athletic, and extracurricular experiences prepare students for a lifetime of learning, leadership, and active citizenship, and call on the faculty and staff to be innovative educators and mentors.

START DATE: JANUARY 23, 2024

SKILLS AND ABILITIES:

- Strong competency in Adobe Suite: Photoshop, InDesign, Premier Pro, and Illustrator.
- Ability to craft engaging content for a variety of audiences including short-form stories for the school's website and other materials.
- Experience in visual storytelling including design, graphics, photography, and videography.
- Ability to learn Suffield Academy's brand guide (color palette, fonts, logos, styles) and execute in a thoughtful and intentional way.
- Outstanding project management skills including the ability to manage multiple projects simultaneously, take initiative, and follow through in a timely manner.
- Detail oriented, organized, and must have a positive approach to the work.
- A passion for learning new technology and cutting-edge design trends.
- A keen creative approach from concept through production.

POSITION SUMMARY:

The Marketing and Communications office seeks a marketing and communications specialist who will serve as a dynamic member of the team. The work will be engaging, varied, and essential to both the team and the school. This person will work closely and collaboratively with others on projects as well as manage and execute projects on their own. The candidate should be passionate for marketing Suffield Academy to both internal and external constituents (students, current families, prospective families, alumni, etc.).

HOW TO APPLY:

Suffield Academy has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Amy Randall), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com. Please do not contact the school directly.

