

STEM School Highlands Ranch Opening

Position: Communications Manager

Start Date: October/November 2020

Salary range: \$40,000-\$55,000

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. Don't just read about our school; See what we do every day!

We believe:

1. We equip students to succeed in an exponentially changing world.
2. We leverage the power of collaboration.
3. We relentlessly reinvent and adapt.
4. We forge pathways of discovery through continuous inquiry and experimentation.
5. We nurture unlimited human potential.
6. We ethically and positively impact the world.

What we expect:

At STEM School Highlands Ranch, we expect teachers to be agile learners who design thoughtful curriculum that ensures unlimited student engagement.

What you can expect:

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited teacher and student potential.

Position:

- STEM School is a K through 12th grade Charter School in the Douglas County School District located in Highlands Ranch, Colorado.
- Manager of Communications reports to the Director of Communications and oversees communications (including publications, website management, social media management, marketing, advertising and public relations).

Position Requirements:

- Works with the Director of Communications to develop and implement the communications and public relations strategies of the Communications Program to promote the mission of STEM School Highlands Ranch.
- Maintains strong contact with members of local, state and national media distributing stories about our school and the student accomplishments.
- Assists with creating and sending STEMs three-weekly newsletter.

- Assists with answering questions from parents and students in relation to communications issues or events.
- Manages the production of all school print, web and video publications, manages photography, graphic design and visual identity in relation to marketing and advertising to assist with increasing enrollment.
- Maintains the schools' website, including updates and announcements
- Establishes and maintains strong relationships among all constituencies of STEM School Highlands Ranch, including students, parents, alumni, VIP educators and community members, faculty members, staff members and administrators.
- Assists with implementing Strategic Plan goals related to communications.
- Ensures personal professional development and attends professional conferences and meetings to advance goals, stay current, and maintain institutional affiliations.
- Maintains visibility in the school through interactions with students, parents, faculty and staff, and by participation in a variety of activities.
- Participates in strategic and campus master planning, as related to communications.
- Performs other duties as required or assigned.

Qualifications Required:

- Bachelor's degree or higher from an accredited institution in the area of communications, public relations, marketing, etc.
- Proficiency with Adobe Creative Suite and the Google Suite of programs.
- Must possess and demonstrate strong written and oral communication skills, while being able to manage high-pressure situations.
- Experience with social media platforms.

Directions:

Submit cover letter, reference letters, and supporting documentation in email to nicole.bostel@stemk12.org. Include position title and last name in the subject line of email.