



Interim Marketing Coordinator

Type: Part-Time Staff (interim; reports to the Interim Director of Marketing & Communications)

Application Deadline: position open until filled

Start Date: immediate

Evansville Day School (EDS), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through grade 12 to strive for excellence in mind, body, and human spirit. EDS was founded in 1946 and remains the only independent school in the greater Evansville region. The school enrolls 310 students and boasts a 40 acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

Day School staff hold much more than a job: they enjoy the opportunity to be part of a dynamic learning community with myriad ways to engage students, families, and colleagues as everyone participates in the life of the school. All Day School faculty and staff are asked to focus actions and decisions on what is best for the school and the students.

Job Description:

Evansville Day School is enjoying an enhanced profile in the community reflected in increased inquiries, visits, applications, retention, enrollment, and fundraising. As the administration transitions to a new Director of Marketing we are seeking a marketing and communications professional to support the extensive work of promoting the school and its programs. To this end we are seeking a resourceful, hard working, creative, collaborative professional to partner with us through June, possibly beyond.

Responsibilities:

- Create/manage internal communications (e-newsletters, general e-blasts, etc.)
- Manage website and social media accounts and the school's digital sign
- Create/update programs for various school events
- Execute communications strategies for internal and promotional events
- Write and send out press releases
- Perform basic graphic design and support efforts on collateral materials
- Obtain quotes for printed materials and other marketing collateral
- Partner with Director of Advancement on regular fundraising communications
- Assist in organizing special events.
- Act as an on-site photographer
- Other duties as assigned by the Interim Director of Marketing and/or Head of School

Qualifications:

- Bachelor's Degree, preferably in marketing, communications, or related fields
- Experience in marketing
- Excellent work ethic, organizational, and interpersonal skills



Interim Marketing Coordinator

- Pleasant and approachable, resolutely professional
- Creative, collaborative, and entrepreneurial
- Ability to meet deadlines, balance competing priorities, and maintain a sense of humor

Background:

- All employees and volunteers must agree to a comprehensive background check

Application:

To apply send a cover letter, resume, and three references to Shannon Dierlam (Administrative Assistant to the Head of School) at sdierlam@evansvilledayschool.org. Please include "Interim Marketing Coordinator position" in the Subject line.