



Internal Communications Assistant Job Description

Reports to: Director of Marketing and Communications

Employment Type: Part-time (15-20 hours), Hybrid (on-site and remote)

We're looking for a detail-oriented Internal Communications Assistant to help keep our community informed and connected through newsletters, mass emails, and event communications. This part-time, hybrid role is ideal for someone with strong writing and editing skills, an eye for design, and the flexibility to handle multiple projects per week. If you're organized, creative, and passionate about clear communication, we encourage you to apply.

Responsibilities:

- Drafting and publishing bi-weekly Newsletter
- Overseeing the weekly Zipcast
- Reviewing (written by others), limited drafting, and publishing mass communication email from different departments
 - Lower School
 - Upper School
 - Athletics
 - CPF / G3
- Assisting with communication for special events
 - House Selection Ceremony
 - Grandparents Day
 - Etc.

Qualifications:

- Strong writing/editing skills
- Strong communication skills
- Strong organizational skills
- Attention to detail
- Familiar with Graphic Design (Canva, Adobe, or other design software)
- Familiar with Marketing and Communications Software (Constant Contact or other)