

Communications & Marketing Director

Accepting resumes immediately
Internal posting for 5 days before external posting

Position Type: Director
Start Date: March 2025
Salary: Dependent on experience
Reports to: Advancement Director
Hours: Full-time; 40 hours per week

Qualifications:

- Has a current BCI/FBI background check
- Has a strong testimony of relationship/faith in Jesus Christ
- Agree with Mansfield Christian's statement of faith and core values
- Understand and support the mission and purpose of Christian education
- Demonstrate exemplary interpersonal and communication skills
- Has education and experience in the areas of marketing, advertising, and/or communications
- Display proficiency with technology, specifically Google Suite, Mailchimp, Canva or other graphic design software
- Seek opportunities to collaborate with co-workers for the benefit of stakeholders

Responsibilities:

- Collaborate on all digital content and printed materials including social media channels, website, online campaigns, email marketing, advertising, and graphic design
- Direct clear and timely messaging to internal and external audiences
- Implement an overall marketing strategy
- Plan and optimize ad campaigns, including Facebook, Instagram, Google AdWords, YouTube etc.
- Manage the creation, distribution, and maintenance of all print and electronic materials, including e-newsletters and e-blasts, Impact reports, marketing, development, and solicitation materials.
- Manage the school's website and lead changes when necessary.
- Serve as a member of the public relations committee, advancement team, and other groups as directed by the Superintendent.

Please submit a letter of interest and resume electronically:

Dr. Cy Smith, Superintendent, smith.cy@mcsflames.org

Employment at Mansfield Christian School is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age or disability. Mansfield Christian School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Mansfield Christian School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith, lifestyle statement, and the school's declaration and agreement to ethical and moral integrity.