



POSITION AVAILABLE
Communications & Marketing Associate
THE PUTNEY SCHOOL

The Putney School is seeking a full-time **Communications and Marketing Associate** to begin work in February 2024. The Communications and Marketing Associate reports to the Director of Communications and Marketing and is responsible for articulating and communicating The Putney School's unique identity and characteristics to all constituencies, working with students on a variety of projects, and actively participating in the creation, design, and production of all school publications.

About The Putney School: Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically-marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work, and the school supports all its employees in developing this critical skill set.

Position Responsibilities:

- Collaborate with the Admissions, Development, and Summer Programs departments to fully understand the school's communication and marketing needs.
- Aid in the creation and distribution of school publications, including the Putney Post (alumni magazine), admissions materials, viewbook, and numerous smaller projects throughout the year.
- Manage the design, creation, printing, and distribution of the yearbook.
- Manage the work of outside printers, photographers, mailing houses, etc.
- Produce school photography and videography.
- Plan and implement communication campaigns, which may include social and online media, print media, direct mail, and other multimedia.
- Assist in developing and updating the school's branded website and content.
- Assist in the development, management, implementation, and measurement of the school's integrated communications strategy and social media policies.
- Ensure brand integrity, quality, and consistency, and establish guidelines to apply across all departments, activities, and events at the school.
- Other duties as assigned.

Position Benefits: Competitive compensation depending on experience; health benefits, paid vacation, and 403(b) retirement plan contributions; annual professional development opportunities.

Qualifications:

- BA in marketing, communications, or related field.
- Proficiency in MS Office Suite, Google Suite, and Adobe Creative Suite.
- Excellent understanding of social media and emerging technologies.
- Strong writing, editing, design, photography, and visual storytelling skills.
- Ability to work independently while managing multiple projects simultaneously.
- Ability to work in a fast-paced, deadline-driven, and collaborative environment.
- Willingness and ability to work flexible hours.
- Ability to pass a criminal-background check and authorization to work in the U.S. are required.

How to Apply: Please submit a cover letter and resume via email to employment@putneyschool.org by January 31, 2024. We will continue reviewing applications until the position is filled.