



Job Title: Temporary Digital Marketing Coordinator (Maternity Leave Coverage)

Duration: June – October (with potential for permanent placement)

Location: In-person, Marist High School

Position Overview:

We are seeking a dynamic and creative Digital Marketing Coordinator to join our team temporarily for maternity leave coverage from June through October. This is a fantastic opportunity to gain hands-on experience while working with a collaborative team. The ideal candidate will have a passion for digital marketing, social media, and content creation. In this role, you will focus on managing our social media channels, creating engaging blog posts, producing photo and video content, and assisting with the marketing efforts for our summer camp, golf outings, Summer Festival (music festival), admissions, athletics, and other marketing initiatives for the start of the school year.

Key Responsibilities:

- **Social Media Management:** Curate, schedule, and manage daily content for social media platforms (Facebook, Instagram, X, LinkedIn, etc.), ensuring brand consistency and engagement, including responding to comments and DMs.
- **Content Creation:** Write compelling blog posts, create engaging photo and video content, and assist in creating promotional materials to support various marketing campaigns for all different facets of the Marist community.
- **Summer Events Marketing Support:** Assist with event promotion, social media coverage, and creating content related to golf outings, Summer Festival, and other seasonal events, including preparing for the fall athletic season.
- **General Marketing Support:** Provide general assistance with various marketing initiatives as needed, including email campaigns, newsletters, and promotional assets.

Qualifications:

- A **Bachelor's degree** in Marketing, Communications, Business, or a related field is required.
- Proven experience in digital marketing, with a focus on social media management, content creation, and campaign execution.
- Strong writing and communication skills with a keen eye for detail.

- Proficiency with social media platforms and tools (e.g., Hootsuite, Constant Contact, Canva, etc.).
- Experience with photo/video editing software (e.g. Adobe Suite) is a plus.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Strong organizational skills and the ability to prioritize multiple tasks.
- Passion for marketing, Catholic education, and the Marist Mission is a bonus.

Why Join Us?

- **Temporary with Potential:** This position is temporary, covering maternity leave from June through October, but there is potential for permanent placement or future opportunities within the company.
- **Creative Freedom:** You will have the opportunity to bring your creative ideas to life and make a significant impact on the company's marketing initiatives.
- **Collaborative Team:** Join a supportive and friendly team that values innovation and creativity.

If you're a motivated, creative, and results-driven individual looking to make an impact, we'd love to hear from you! Apply today and be part of our exciting marketing initiatives this summer!

Email your resume and cover letter to: marketing@marist.net
