



Director of Communications

Posses and demonstrates the following:

- Personal relationship with Jesus Christ
- Supporter of Christian education
- Excellent interpersonal relationships
- Exceptional verbal and written communication skills
- Collaborative in a team setting
- Skilled in planning and running promotional events
- Possess effective promotional and communication strategies
- Creative and equipped with technological skills in website design and video production
- Organized and experienced with data management

Performs these tasks:

- manage external communications (website, Facebook, brochures, blogs, Redeemer Reminders, and radio advertisements) with the oversight of the Principal
- Work alongside the Director of Admissions to organize promotions events (example: Open Houses, Grade 7&8 Day, Grandparents Day)
- prepare and keep up-to-date promotional material on the school website
- promote alumni communications
- represent RCHS at various venues in the region working alongside the Principal and the Promotion Committee
- work within the approved promotion budget as overseen by the Principal
- solicit volunteers to ensure tasks are completed
- develop a work plan to accomplish the above

Compensation:

- part-time position, approximately 625 hours per year
- salary ranges between \$21.00 to \$25.00 per hour depending on candidate's qualifications and experience