



St. George Episcopal School is an independent Episcopal day school with a vision to empower servant leaders with wisdom, courage, faith, and love to make a positive impact locally and globally. St. George provides an exceptional academic, physical, creative, and spiritual development for students in an inclusive Christian community. We seek to cultivate love, curiosity, and respect for God, self, and others. St. George serves approximately 530 students from early childhood through 8th grade. We have three sections of most grade levels, with an average class size ranging from 18-20.

St. George Episcopal School focuses on developing a community that nurtures the whole child and equips each child with the knowledge and skills they need to make a difference in the world. Our curriculum is integrated and aligned in a way that infuses the best of traditional and innovative research based learning practices. We seek to develop student inquiry, critical thinking, dialogue, and collaboration, so they are prepared for success in premier high school programs in San Antonio and around the country. Our program has multiple opportunities in athletics, fine arts, and community service which compliment our academic program and offer leadership opportunities and nurtures each student. We are grounded in our Episcopal Identity and celebrate each person as a unique child of God with many gifts and talents to offer.

The Director of Community Engagement is responsible for leading communication, culture-building, and outreach efforts and strategy across the community. The successful candidate will have strong communication, operational, and analytical skills, while also having a keen eye for detail. It is vital that the successful candidate is passionate about St. George. This position will also support the Head of School in certain key areas and events.

The Director of Community Engagement reports directly to the Head of School and is a member of the Administrative Team. This person will work closely with other Admin team members, as well as other educators and staff members. This position will work closely with parents and other community members as well.

The Director of Community Engagement is responsible for:

- Develop methods and strategies to ensure that all constituencies are appropriately informed
- Facilitates delivery of and access to accurate, appropriate, and timely information across the school community, including the weekly byGeorge
- Works with various community constituencies to coordinate and produce internal and external communications
- Coordinates the development of the official school calendar
- Coordinates schedules and logistics for faculty inservice training
- Serves as the liaison between the school and official uniform provider
- Coordinates with the school caterer and creates lunch menu for publication
- Coordinates communication with the PTO
- Serves as cultural and behavioral leader of the School
- Coordinates alumni chapel talks



- Serves as primary coordinator for school programs and large school events, including: all school chapels, community building events, 8th grade Graduation, 5th grade Celebratory
- Supports school outreach efforts, including Adopt-a-Needy-Family, Chain of Love, and other service projects
- Manages the content and postings of social media to communicate the mission and value of the school to current and prospective families
- Maintain and update content on the school website
- Write and distribute press releases
- Develop and implement methods and strategies to effectively market the school both internally and externally
- Work with various community constituents to coordinate and produce internal and external communications
- Serves as primary school contact for families regarding the events and activities of the school
- Serves as a liaison between school and parent community
- Works collaboratively to develop programs that support faculty, staff, parents, and students
- Assists with admissions and recruitment
- Assists with alumni relations and outreach
- Teach a class

#### Qualifications

- Bachelor's degree in Communications, Public Relations, Marketing or other related field
- Experience working in public relations or related community engagement field
- Experience in digital and graphic design, SEO, website management, and social media content and creation
- Proficient in the Adobe Suite of creative projects
- Proficient in Google Suite and related applications
- Experience in successfully writing and editing a variety of print and online communications
- Ability to work well under pressure and manage sensitive subjects and situations with tact, kindness, and professionalism
- Excellent verbal and written communications skills are required
- Excellent interpersonal skills and the ability to work collaboratively and collegially
- Willingness to invest in the life of the school community
- Demonstrated high ethical and professional standards
- Sense of humor and a positive attitude