



Director of Marketing and Communications

Position Overview

The Director of Marketing & Communications coordinates all marketing and communications for North Hills Christian School. This employee is contracted by the School Board upon recommendation by the Executive Director. Position reports to, and performance is evaluated by, the Executive Director.

Required Personal Qualities

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith

Minimum Qualifications:

- Degree from an accredited college or university
- 3+ years in a marketing, public relations, or equivalent position

Additional qualifications preferred:

- Understanding and familiarity with non-profit organizations and/or Christian schools
- Proficient in Adobe, Canva, and Google Suites

Essential Job Functions

- Work with the Director of Advancement to develop and implement all fundraising appeals
- Ability to handle multiple tasks simultaneously
- Create and maintain a Communications Strategic Plan
- Develop admissions materials and ad campaigns
- Work with the Director of Recruitment and Retention to direct school special events to increase enrollment
- Market the school, both internally and externally, through news releases and internal newsletters
- Facilitate strong communication throughout the school
- Oversee and maintain information that is disseminated on the NHCS website



- Work closely with parents, school personnel, and alumni to promote North Hills Christian School to attract quality students and resources
- Excellent verbal and communication skills
- Strong organizational abilities and presentation skills
- Superior interpersonal skills with varied constituencies

Working Conditions

- Office environment
- Occasional night and weekend work required

Please submit resume, cover letter, completed employment application, and an online portfolio, if applicable, to Ray Carter at rcarter@northhillschristian.com

