



# The Bement School

## COMMUNICATIONS AND EVENTS COORDINATOR

Deerfield, Massachusetts

**START DATE: July 1, 2024 or earlier**

The Bement School is a kindergarten through ninth grade independent day and junior boarding school located in Deerfield, Massachusetts.

### POSITION DESCRIPTION:

Responsible for all internal and external messaging and communications for the school and designing and implementing school-wide events and special programs.

### PRIMARY RESPONSIBILITIES:

- Manage the school's printed materials and work in conjunction with the Admission Office, Alumni and Development Office, and summer programs for annual publications.
- Coordinate planning, creation, and publication of Bement's annual Bulletin in collaboration with the Alumni and Development office and outside contractors.
- Manage the school's social media channels.
- Serve as website administrator, including communications and online calendar.
- Proof and post school publications to the website.
- Work with the leadership team on press and media inquiries.
- Write and submit press releases for print, video, and digital media; seek opportunities to showcase The Bement School through various media channels and online reviews.
- Serve as the primary designer for routine projects such as event invitations, cards, flyers, etc.
- In consultation with leadership team members, maintain the school's Style Guide and ensure all publications and other school assets consistently utilize our graphic identity.
- Plan and manage all aspects of school events (logistics, budgets, menus, invitations, etc.).
- Maintain annual communications and events calendar.
- Assist as needed with the school's upcoming centennial celebrations.
- Other tasks and duties as assigned by the Director of Alumni and Development, Director of Admission, or Head of School.



### POSITION REQUIREMENTS:

- Bachelor's Degree.
- One to three years of relevant work experience.

### SKILLS & KNOWLEDGE:

- Savvy technology background, knowledge, or experiences. Particularly with databases and online administrative tools, including websites.
- A commitment to independent school education and enrichment.
- Excellent written, verbal, editorial, and communication skills with demonstrated attention to detail.
- Strong organizational skills for multi-tasking, prioritizing responsibilities, and problem-solving.
- Must be able to work independently on multiple projects simultaneously and work under limited time constraints.
- Background and/or training in DEI topics are a plus.

### ADDITIONAL REQUIREMENTS:

- All faculty and staff must occasionally perform different duties during special events (this may include a few weekends and evenings).
- Strong interpersonal skills with the ability to work collaboratively with colleagues to develop and maintain collegial relationships.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.
- Positive attitude with a proven ability to maintain confidentiality.
- A valid driver's license.

## WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Duties are performed in a standard office setting utilizing standard equipment, including a computer. The environment may be stressful and hectic, with frequent interruptions, multiple distractions, and changing priorities. Must have the ability to reason and make judgments.
- *The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. This job description reflects the administration's assignment of essential functions, and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time.*

## HOW TO APPLY:

The Bement School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of Finance and Operations Michelle LaMarre), a resume, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Recruiter, at [madison@dovetailedsourcing.com](mailto:madison@dovetailedsourcing.com). Please do not contact the school directly.

*Bement is an Equal Opportunity Employer, and candidates who represent diversity for the school are strongly encouraged to apply*

