

Overview: Since 1979, Foothills Academy Society has been a leader in working with children and youth with Learning Disabilities and associated disorders. We are a Designated Special Education Private School for grades 3-12. Our year-round Community Services department reaches over 1,000 individuals annually. We are a charitable organization with a strong culture of philanthropy.

The Foothills Academy Society invites applications for the following position:

Manager of Communications & Marketing

Foothills Academy is seeking a dynamic, dedicated and enterprising individual for the position of Manager of Communications & Marketing. The successful candidate is expected to demonstrate a commitment to the society's purpose of supporting and empowering individuals with Learning Disabilities, and is responsible for sharing Foothills Academy's story and value proposition through a variety of communications mediums.

Key Responsibilities:

Communications and Marketing Strategy Development

- Develop and manage the implementation of a communications strategy
- Develop and manage the implementation of a marketing strategy

Develop connections with key stakeholders

- Strengthen current relationships with key partners in the community
- Develop regular communications that go out to the Foothills community
- Seek opportunities for new audiences and partnerships

Digital Materials

- Develop digital media content, including videos, for web and social media use
- Coordinate and oversee all graphic design activities

Website/ Social media

- Manage, coordinate and update website content
- Manage web account, including tracking, analyzing and reporting
- Provide ongoing website maintenance including; confirming website provider backup policy, checking for broken links, monitoring site speed, data analytics reporting, and testing functionality of forms
- Identifying key social media tools and managing their use

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Other tasks as assigned

The successful candidate will demonstrate:

- Excellent oral and written communication skills
- Proven success designing and executing marketing and communications strategies and campaigns
- Up to date on industry trends and able to stay ahead of the curve
- Excellent organizational and project management skills and ability to meet deadlines
- Must be able to think analytically and strategically
- Capable of working well as part of a team as well as independently
- Great multitasker and capable of simultaneously managing multiple projects with different deadlines

Qualifications that will be considered essential for the successful candidate include:

- Post-secondary education in Marketing, Communications, or Public Relations is an asset
- 3+ years in business development and marketing/communications
- Experience in communications related work in the field of education would be beneficial
- Ability to cultivate positive working relationships
- A positive, self-starter attitude with the ability to take initiative
- Proficient in the use of multimedia (video, website, social media) related technology.

Applications must contain a cover letter, resume, and the names and contact information for two work-related references. Please submit your application via email to employment@foothillsacademy.org. Please do not send letters of reference or evaluations unless asked to do so.

Applications will be reviewed as received and interested applicants are strongly encouraged to apply early as the position may be filled as soon as a qualified candidate is selected.

We thank all those who apply, but only those selected to participate in the next phase of our interview process will be contacted.

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