



## **Media Specialist**

### **The Institution**

Founded in 1975, Eagle Hill School (EHS) offers children who learn differently the opportunity to transform into confident and resilient students empowered with strategies to meet challenges and flourish beyond Eagle Hill.

Our program is designed for students who have a language-based learning difference, average to above-average cognitive ability, fallen behind or have academic weaknesses, and expressive or receptive language deficits.

Situated on 17 acres in Greenwich, Connecticut, on the former estate of Marjorie Merriweather Post, EHS offers boys and girls aged five through fifteen a life-changing individualized educational program in a traditional country day experience. The school serves approximately 260 students across two divisions, a lower school for children ages 6-11 and an upper school for those 11-15 years old. Students also have the opportunity to participate in a five-day a week boarding program during the school year.

### **The Position**

EHS seeks a dynamic and experienced professional to serve as Media Specialist (MS). This is a 12 month staff position and reports to the Director of Marketing and Communications (DMC).

The MS will work with the DMC to create media for use in both internal and external communications for the EHS community. This will include, but not be limited to, conceptualizing and designing graphics for both print and digital platforms including social media, taking photographs to use in all forms of school communications, as well as writing copy and creating videos to share both internally and externally. The incumbent will also be asked to assist in updating the school's website. Finally, there may be an opportunity to engage the student body by teaching a class or moderating a club which focuses on media creation.

The incumbent will be asked to manage projects independently, as well as collaborate with staff to ensure that the community's communication goals are met. This will include being present at evening and weekend events as needed.

The primary responsibilities of the Media Specialist include but are not limited to the following:

- Embracing and articulating the mission and values of EHS to parents, students, alumni, benefactors, and the greater community;
- Coordinate and develop content (written, graphics, video, photographs) for communication avenues (digital, print, social media) as directed by the DMC;
- Assist with the administration of the school's website;

- Collect, prioritize, and schedule content for stakeholder engagement via social media platforms and track for reporting purposes;
- Foster a working relationship with departments and programs across the entire EHS community to promote and showcase their activities and recognitions;
- Collect and disseminate best practices as it relates to social media, artificial intelligence, and other for marketing and communications purposes;
- Responsible for additional responsibilities as warranted

**The ideal candidate demonstrates:**

- A commitment to the principles and ideals the community as set forth in EHS's mission statement;
- Excellent media skills (written, graphic, video) to effectively articulate the values and mission of EHS;
- Successful experience with communications, specifically with graphics and video, as well as social media;
- An ability to identify and implement best practices for the communications and engagement process as well as a complementing data-driven mindset;
- Excellent interpersonal skills - a relationship builder; able to build and foster networks of individuals;
- A commitment to working as a member of a team - collegial approach to advancement; able to work across office lines to achieve common goals;
- Comfort with ambiguity and able to navigate complex structures;
- 3-5 years of professional experience, with specific preference given to previous experience in marketing and communications, advancement or educational settings preferred;
- Self-motivation and creativity, as well as task- and detail-oriented, willing to work both collaboratively and independently;

**Application Process**

Applications will be accepted until the position is filled. Review of applications and interviews will take place immediately; the position will be filled shortly thereafter. Please send a letter stating personal interest, a comprehensive resume, five examples of your media portfolio, and the names and phone numbers of at least two references (who will not be contacted without authorization) by email attachment to:

[careers@eaglehill.org](mailto:careers@eaglehill.org)

*EHS is an EOE (Equal Opportunity Employer)*

Eagle Hill School is an equal opportunity employer and does not discriminate on the basis of race, creed, age, color, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, status as a veteran, status as a victim of domestic violence, or any other classification protected by state or federal law in its employment, admissions practices, vocational opportunities or access to and treatment in programs or activities, in accordance with Title IX, Section 504 of the Rehabilitation Act of 1973, Title VII, the American Disabilities Act, the Age Discrimination in Employment Act, and other applicable federal and state law. Retaliation against anyone complaining of discrimination is strictly prohibited.