



Communications Coordinator

The Communications Coordinator of Bishop Chatard High School advances the mission of the school through integration of its Catholic mission in all internal and external communications. The Communications Coordinator reports directly to, and is supervised and evaluated by, the Exec. Director of Marketing & Communication.

Communications:

- Manage Bishop Chatard's institutional social media accounts and maintain a social media calendar for advancement promotions
- Manage the communications department's email distribution system (currently Constant Contact), ensuring updated distribution lists are secured regularly
- In coordination with the Exec. Director of Marketing & Communication, create and send email blasts from departments or specific individuals in the school, when requested
- Send updated information to North Deanery parish bulletins and school newsletters
- Build and send the weekly parent newsletter
- In coordination with the Director of Alumni, build and send the monthly alumni newsletter
- In coordination with the Enrollment Office, build and send the monthly North Deanery newsletter
- Assist with the creation and distribution of email invitations for BCHS special events, in coordination with the Exec. Director of Marketing and point person for each specific event
- Contribute one feature story per issue for the Trojan's Today magazine
- Carry out projects as directed by the Exec. Director of Marketing & Communication

Administrative:

- Serve as a team member with others in the advancement office to assist with projects