



HORIZON CHRISTIAN SCHOOL

Position:

GRAPHICS, WEBSITE & SOCIAL MEDIA ASSISTANT- (PART-TIME 12 MONTHS)
HIGH SCHOOL CAMPUS - (START DATE – ASAP)

General Description:

To serve Horizon Christian School through graphic design, website maintenance, social media, and marketing by assisting the Enrollment and Marketing Director. We desire for employees to model and develop attitudes consistent with a Christian worldview and to be a committed follower of Jesus Christ. Part-time year-round hire at 20 hours per week.

Education/Experience:

- High School graduate with at least 2 years in a similar field.
- Experience with Adobe Suite (Photoshop, Illustrator, Lightroom, and InDesign).
- Experience in Office Products (Word, Excel, Publisher, PowerPoint) and Adobe Acrobat.
- Experience with website tools and management.
- Experienced in cloud-based products like Google Suites and Dropbox.
- Familiar using Facebook, Instagram, and YouTube.

Qualifications:

- Willingness to work collaboratively with our Enrollment & Marketing Director, Admissions Coordinator, and respective staff to increase the school's reputation, enrollment, and the retention of returning students.
- Have a heart to learn and an eye for graphic design, layout, and detail, that translates our school branding, culture, and calling.
- Have well developed computer, writing, and verbal communication skills.
- Be a multi-tasker who is detailed orientated and can function independently.
- Have a teachable spirit and demonstrate an attitude of continued learning and professional development.
- Effective phone, computer and typing skills, and adept at learning new technology.

Responsibilities:

- Work to increase the school's visibility and branding in the community through creative design of a variety of advertising methods, both digital and print.
- Work with the Enrollment & Marketing Director on the creation of admissions and marketing documents.
- Use school's social media accounts, developing regular content on Instagram, Facebook, and YouTube.
- Learn to use and help to maintain and update the school's website with graphics, pictures, videos, and content, using the website user interface and basic HTML.
- Learn to track and measure the level of engagement within the online community such as Google Analytics, Facebook, and Instagram.
- Other duties as may be assigned by the Enrollment and Marketing Director.

To apply for this position please follow the directions posted on the Employment page at horizonchristian.school.