



MONTCLAIR KIMBERLEY ACADEMY

Job Title: Graphic Design and Communications Specialist

Reports To: Director of Communications and Marketing

Montclair Kimberley Academy, an innovative PreK-12 independent day school with a strong national reputation and a recognized 1:1 laptop learning program, seeks a Graphic Design and Communications Specialist. Responsibilities include managing the planning, production, and delivery of assigned marketing and communication projects and collateral for departments across the school. The designer supports marketing projects for key functional areas in the Communications office by creating, developing, and executing original concepts for email marketing, print projects, digital collateral, and social media content. The designer works in collaboration with all members of the Marketing and Communications team. Additionally, the designer supports select projects and advancement efforts, collaborating with partners and constituents across MKA's three campuses. Serving as a communication specialist, the designer accurately reflects the school's mission and brand identity in all marketing materials and campaigns. This is an in-person, full-time position based in Montclair, NJ.

Responsibilities:

- Create and design various materials for print and digital collateral
- Build out emails to support digital campaigns
- Construct web pages in website management platform
- Work with graphic design and video editing software to create and perform retouching and manipulation of graphics, images, and video
- Create content on digital media channels to improve the school's online presence and constituent engagement
- Manage photography schedule and digital asset management platform
- Inspire engagement and influence attitudes and decision-making through masterful use of imagery, typography, color, and composition

Qualifications:

- Bachelor's degree and 3-5 years of digital marketing experience
- A degree in graphic design, marketing, or communications
- Expertise in graphic design for digital landscapes
- Experience with website content management systems, campaign management, email marketing platforms, and social media platforms
- Proficiency with Adobe Creative Suite (including PhotoShop, Illustrator, InDesign, Premiere, Sketch, etc.)
- Experience with Finalsite platform a plus
- Digital photography skills with the ability to operate SLR camera
- Experience in video editing and production a plus
- Strong organization and coordination skills and the ability to multitask

Applicants should send all requested materials by email to Kim Saunders, Director of Communications and Marketing (ksaunders@mka.org).

MKA is committed to enhancing the diversity of the campus and the curriculum. We especially welcome applications from all individuals with the ability to contribute to MKA's continuing commitment to social and cultural diversity, inclusiveness, and the transformative power of our differences. It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.