Southern Teachers is assisting Carrollton School of the Sacred Heart as it seeks a new Director of Communications. Under the leadership of the Director of Institutional Advancement and in partnership with the Head of School, the Director of Communications works collaboratively to create and maintain a communications strategy that will support and promote a multi-faceted strategic plan and Carrollton’s Sacred Heart mission. Additionally, the Director of Communications plans, coordinates, and directs activities to increase public awareness of the work and program objectives of the school; interfaces with administration, faculty, staff and students to promote special school programs; and designs and produces diversified publications and other printed and electronic materials, all in support of Carrollton’s Sacred Heart mission.

The Director of Communications is responsible for maintaining and developing relations with local media outlets and developing strategies for gaining national media coverage; coordinating and executing a strategy for Carrollton’s presence in on-line and printed media via paid advertising, press releases, and photographs; and overseeing and collaborating with the Advancement Communications Assistant to achieve the school’s communication goals. He or she will collaborate with other areas of the school to develop a cohesive communications and marketing strategy and to facilitate production of marketing collateral. The Director of Communications is also responsible for the design, layout, and content of one Annual Report magazine per year; the creation, design, layout, and contents of an alumnae magazine to be produced two times a year; developing and producing the annual Carrollton School calendar; and designing and producing Carrollton’s annual Christmas Card, various invitations, stationary, and forms.

The ideal candidate will be a self-starter with excellent writing and technology skills. He or she will have at least five years of related experience and the ability to work with all levels of staff, faculty, and parents while handling confidential, time-sensitive, and critical details. Experience in Adobe Suite products, web design, and CMS platforms is required as is the ability to quickly acquire knowledge and understanding of Carrollton’s mission, structure, history, and culture. Fluency in Spanish and experience working in an independent school or academic environment is preferred. Willingness and ability to work 12 months, and outside of regular school hours, is required.

Carrollton School of the Sacred Heart is the only Catholic, all-girls Montessori-3 through grade 12 college preparatory school in the state of Florida. Located in Coconut Grove, Carrollton is part of an international network of Sacred Heart schools whose mission is to educate women leaders in the Sacred Heart tradition that fosters growth in an active faith in God, intellectual values, and a commitment to social awareness in an environment of wise freedom and community. Sacred Heart schools are guided by the educational vision of Saint Madeleine Sophie Barat as articulated in the Goals and Criteria of Sacred Heart Schools. Carrollton strives to motivate students to be resilient and to become women of courage, confidence, and compassion.

To apply, please complete the online Application to become a Southern Teachers Candidate and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2022.