Southern Teachers is assisting Berkeley Preparatory School in its search for an Associate Director of Strategic Communications and Marketing to serve as an integral member of the Office of Communications and support the school’s strategic internal and external communications.

A key member of the advancement team, the Associate Director develops and implements marketing strategies; crafts integrated communications for social and digital media use, print publications, and external marketing; remains informed of developments in marketing and communications in the independent school community; and manages all social media accounts. He or she serves as lead strategist for Admissions Office communications; partners with the Athletics, Advancement, and Admissions departments to streamline and enhance their internal and external communications; and supports the Office of Institutional Advancement by generating broad and comprehensive awareness of Berkeley.

Candidates should hold degrees in marketing, communications, or journalism and have at least five years’ related experience. They must be excellent writers and effective editors for spelling, grammar, punctuation, brevity, and clarity. They must be familiar with Apple products and software and, ideally, proficient in Microsoft Office (Word, Excel, PowerPoint), Google (Docs, Drive) and other standard software and cloud-based file sharing applications. The Associate Director must be a highly organized and effective manager of projects under tight deadlines and a team player who will learn continuously about Berkeley’s people and programs.

Founded in 1960, Berkeley Preparatory School is a co-educational, Episcopal-affiliated, independent, college-preparatory school with an enrollment of 1,380 students in grades prekindergarten through twelve. Berkeley is located on a beautiful, well-equipped 86-acre campus, with 29 state-of-the-art buildings. Graduates are well-rounded individuals who have learned the core values of discipline, diligence, and integrity and have excelled in the academic, co-curricular, and character realms. The school seeks to educate the whole child by nurturing students’ intellectual, emotional, spiritual, and physical development so they may attain their highest potential. Berkeley is also committed to providing an inclusive and diverse learning environment that encourages values and recognizes each student as a unique individual.

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.