



Communications and Outreach Coordinator  
Part time, hourly, primarily mornings 20 hours per week

Mountain Sun Community School serves children aged three through middle school in a carefully prepared environment with highly trained teachers using Montessori principles along with other complementary educational practices and a strong emphasis on outdoor experiential education. Mountain Sun is Brevard's only independent school and was formed as a non-profit, parent-driven effort to create a caring, holistic community school that cultivates each child's passion and unique abilities.

#### OBJECTIVE

Mountain Sun Community School seeks a Communications and Outreach Coordinator to achieve awareness for the school with the desired outcomes of expanded recognition and increased resources. The Communications and Event Coordinator shares the story of Mountain Sun Community School with various constituencies. By sharing engaging, on-brand content through various outlets, the Communications and Outreach Coordinator bridges the mission of MSCS with internal and external communities. This role focuses on marketing, public relations, event directing, philanthropic advertising, community education, and participates in collaborative initiatives, events, and meetings.

REPORTS TO: Executive Director

WORKS WITH: Mountain Sun Community School faculty and staff, Natural Play Project staff and partners, and Community Business Partners to Mountain Sun Community School.

#### RESPONSIBILITIES

- Communications:
  - Draft and update website content and/or work with website vendor
  - Write social media posts
  - Develop organizational newsletter in conjunction with parent volunteers
  - Develop and maintain a library of successes and press releases that demonstrate the value of Mountain Sun Community School's work
  - Proofread publications, reports, and presentations
  - Provide support to Executive Director

- Collaborative Initiatives and Events:
  - Represent Mountain Sun Community School as a partner in collaborative initiatives, including building and maintaining relationships with current and future business sponsors
  - Work with parent volunteers to coordinate events and various volunteer initiatives in the school, including developing strong working relationships with class parents and the parent teacher organization
  - Design, implement, and publicize community outreach and fundraising events
  - Provide support to Executive Director, faculty, and staff for collaborative initiatives
- General Responsibilities
  - Perform administrative functions incidental to communications and office activities
  - Other duties as assigned, which will include subbing in the classrooms on an as needed basis and regular lunch duties
  - Availability to occasionally work a flexible schedule as needed for meetings and events (which may include nights and weekends)

#### QUALIFICATIONS

College graduate with a bachelor's degree in Communications, Marketing, English, or related field. Experience within the nonprofit field, particularly schools, with demonstrated support for mission preferred. Any equivalent combination of education, training and experience.

#### CORE COMPETENCIES

- Outstanding oral and written communication skills
- Dynamic and flexible interpersonal skills, including a joy for working with children
- A demonstrated passion for education and nonprofit work
- Self-directed, creative, multi-tasker, detail oriented
- Experience with successful team support, team leadership, and comfortable working independently on multiple projects at a time
- Technological expertise:
  - Facebook, Instagram, Twitter and other social media platforms
  - Constant Contact
  - Blogs
  - Wordpress and website hosting
  - Graphic Design (e.g., Canva, Adobe)
  - Google Suite and SEO

#### TO APPLY

Interested candidates should email a resume and cover letter as a single PDF with "Communications and Outreach Coordinator" in the subject line to michaelb@mountainsunschool.org.