PROVIDENCE
THE COLLEGE PREPARATORY SCHOOL FOR GIRLS GRADES 6-12

Position: Marketing Specialist

Description:
Seeking Christian a role model who will be responsible for promoting Providence Catholic School's mission, programs, and community. This role develops and executes marketing campaigns across digital and traditional channels, including social media, email, website content, print materials, and event promotions. Day-to-day responsibilities include planning and creating marketing content, coordinating school branding and messaging, analyzing enrollment and engagement trends, and supporting outreach efforts to prospective families and community partners. The Marketing Specialist collaborates with admissions, administration, faculty, and staff to ensure consistent communication and to highlight student achievements, school events, and key initiatives. The role also involves managing timelines, working with vendors where needed, and monitoring campaign performance to inform future strategies.

Skills:
- Candidates should possess strong Communication and Customer Service skills to engage effectively with students, families, staff, and community partners.
- Candidates should possess Market Research and Marketing Strategy skills to analyze trends, define target audiences, and plan effective campaigns.
- Candidates should possess Sales-related skills to support enrollment efforts, open houses, and other recruitment activities.
- Candidates should possess general Marketing skills, including content creation, social media management, and basic brand management.

Minimum Qualifications:
- A bachelor's degree in Marketing, Communications, Public Relations, or a related field, or equivalent combination of education and experience, is preferred.
- Relevant qualifications include experience in education or nonprofit marketing, proficiency with common marketing and design tools (e.g., social media platforms, email marketing software, basic graphic design), and strong organizational and project management skills.
- Additional duties as assigned by the Principal. Some evening and weekend work required.

Contact: Elise Denoux, Principal: 210-224-6651 x212, edenoux@providencecatholicschool.net

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