



Web and Communications Specialist

Visitation School seeks a Web and Communications Specialist to begin immediately. This full-time, year-round position reports to the Director of Advancement, and supports school-wide communications, public relations and marketing initiatives. This position assists with the creation, editing, and distribution of compelling content across several of the school's platforms including: website, social media, *Vision* magazine, collateral, advertising and media outlets. The individual will manage Visitation School's web presence and the website's data system.

In addition to a commitment to Visitation's School's mission and values, preferred candidates will possess three years of experience with web design, social media, digital marketing, video production and graphic design. A Bachelor's Degree in marketing, journalism, public relations or a related field is required as are excellent communication skills and positive interpersonal skills. Writing samples will be requested from candidates invited to interview.

Visitation School is a Catholic, independent day school located just south of St. Paul, Minnesota. Founded in 1873, this tradition-rich school spans grades Montessori Preschool through 12th grade, with a Child Care Program beginning with infants. The school is co-ed through grade 5, and all-girls, grades 6-12.

Please submit cover letter and resume to Chuck Standfuss, Director of Human Resources at recruitment@vischool.org or mail to Visitation School, 2455 Visitation Drive, Mendota Heights, MN 55120.

Application deadline is April 18, 2017.