



North Country School and Camp Treetops (NCT) seek a full-time **Communications Associate** to support the institution's communications department.

The Communications Associate is responsible for producing written communications, social media content, website updates, and assisting in print communications to help broaden the North Country School and Camp Treetops admissions and advancement funnel. This full-time staff position will engage families, donors and staff to help support many of the functions related to communications for the institution. The Communications Associate will also support outreach initiatives that broaden and enhance the visibility and public perception of the institution. This position reports to the Director of Marketing and Communications.

Primary Duties and Responsibilities

As a critical member of the Communications Team, this candidate should demonstrate the following:

1. Manage and regularly update the institution's social media presences (Facebook, Twitter, Vimeo and Instagram, etc.) and listings on third-party referral sites; produce social video content. etc.
1. Write, edit, and manage additional electronic communications on brand for NCT including parent, alumni, and constituent emails, updates, and newsletters, and other regular electronic correspondences from communications.
2. Produce original content as assigned for NCT publications and event materials in support of development, admissions and administration. This will include fundraising appeals, invitations and other specific program publications.
3. Provide writing, proofreading and editing support to NCT's administration.
4. Assist in the production of *Organic Roots*, a twice-yearly alumni magazine.

5. Assist in the coordination of content to the institution's websites including writing, developing new content, creating new webpages as necessary, and uploading and embedding photos and video.
6. Represent communications department through active engagement with faculty, staff, and students.
7. Other duties as assigned within the realm of this job classification.

Qualifications

1. Bachelor's degree and experience in communications preferred.
1. Demonstrate excellent writing, proofreading, editing, and verbal communication skills.
2. Demonstrated experience producing and posting content for social media (Facebook, Instagram, Twitter, LinkedIn).
3. Video and photography experience including video/photo editing skills for social media.
4. Be a self-starter, thorough and organized, and able to work independently.
5. Must be comfortable working on multiple simultaneous projects under deadlines.
6. Must be able to work collaboratively.
7. Computer (Mac) proficiency; worked with online applications and familiarity with Google suites
8. Experience in graphic design and understanding of graphic design principles including experience using Adobe Creative Suite a plus
9. Experience working in WordPress or any website content management system.
10. Previous work in independent schools, especially in marketing, development, or admissions a plus.
11. Must be available to work full-time, on-campus and have flexibility to work during events, which may occur at night or on weekends.

We offer a wide variety of benefits including health insurance from day one, a retirement plan with TIAA, personal time off, paid family leave as well as other benefits from employment.

To apply, or for more information, send an email to: applicant@ncstreetops.org, or send a request via U.S. mail to: Attention: Communications Associate Search Committee, North Country School and Camp Treetops, 4382 Cascade Road, Lake Placid, NY 12946. Cover letter and resume required.

EOE Statement: WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Applicants and employees are considered for positions and are evaluated without regard to mental or physical disability, race, color, religion, gender, national origin, age, genetic information, military or veteran status, sexual orientation, marital status or any other protected Federal, State/Province or Local status unrelated to the performance of the work involved.

About North Country School and Camp Treetops: North Country School (NCS), an independent boarding and day school for grades 4-9, and Camp Treetops, a seven-week, overnight summer camp, share a spectacular 200-acre campus in the Adirondack High Peaks region of upstate New York. North Country School and Camp Treetops serves children who come from diverse backgrounds, cultures, and countries and provides a humanistic education rooted in respect and responsibility for self and others. At NCS, children are known well by the dedicated, multi-talented adults who teach and care for them. NCS's unique programming includes an engaging traditional core curriculum at school and hands-on projects alongside signature programs in the arts, farm and garden, outdoors, and community life for both school and camp. With extensive offerings in studio and performing arts, outdoor activities from horseback riding to ice climbing, and barn and garden experiences like watching lambs give birth or harvesting vegetables, NCS provides a variety of venues in which every child can find success.