

Mariners Christian School Job Description

Title: Part-Time Multimedia Content Coordinator

Job Type: Part-time

Start Date: As soon as possible

FLSA: Hourly, Non-Exempt

Hourly Rate: \$20-\$23/hour

Reports To: Marketing and Communications Specialist

Schedule: Part-time position, approximately 10 hours per week, with occasional evening hours for special events and school activities.

Position Summary

The Multimedia Content Coordinator supports the school's marketing and communications efforts through content creation, graphic design, photography, and project coordination. Working closely with the **Marketing & Communications Specialist**, this position helps execute marketing initiatives that strengthen the school's brand, engage current families, and support enrollment goals.

This role is ideal for a creative, organized, and collaborative professional with strong photography skills, experience using Canva, and an eye for visual storytelling. The Multimedia Content Coordinator will assist with creating compelling content, producing marketing materials, capturing photos and videos, and coordinating communications across multiple channels.

Essential Duties and Responsibilities

- Capture, organize, edit, and maintain high-quality photography and video content for school events, programs, admissions, advancement, and marketing initiatives.
- Create engaging graphics and branded marketing materials using Canva and other design tools, including social media graphics, flyers, event promotions, presentations, advertisements, and digital communications.
- Edit short-form and long-form videos for social media, website content, admissions campaigns, fundraising efforts, and school events.
- Assist in the creation, formatting, scheduling, and distribution of e-newsletters, email communications, and other marketing materials.
- Maintain consistency across all visual and written communications in accordance with school branding and style guidelines.
- Support marketing campaigns, admissions initiatives, fundraising efforts, and community engagement activities through creative content development.
- Provide administrative support to the Marketing department as needed, utilizing Monday.com as a project management tool.

Qualifications

- Bachelor's degree or experience in Marketing, Communications, Graphic Design, or a related field preferred.
- One to two years of experience in marketing, communications, graphic design, content creation, or a related field preferred.
- Proficiency with Canva and other content creation tools.
- Photography experience and basic photo-editing skills.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Attention to detail and a commitment to producing high-quality work.
- Portfolio demonstrating photography, video, and graphic design work required at the time of application.
- Experience working in an educational setting is a plus.

Knowledge, Skills, and Abilities

- Strong content creation and storytelling abilities.
- Working knowledge of graphic design principles and visual communication.
- Ability to work independently while collaborating effectively with team members.
- Creative thinker with strong problem-solving skills.
- Strong photography and basic videography abilities.
- Passion for supporting the mission and values of Mariners Christian School.

Non-discriminatory policy:

It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicants' race, age, genetic information, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

Each employee of Mariners Christian School must:

- Have received Jesus Christ as his/her personal Savior, be able to articulate a relationship with Him, as well as provide evidence of regular church attendance.
- Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School contract and the Declaration of Moral Integrity.
- Be in agreement with and sign the MCS Statement of Faith.
- Have criminal history clearance expressly for MCS. (Fingerprinting to be arranged at hiring.)

How To Apply:

Please send a copy of your resume, a few samples of photography work and MCS employment application to hr@marinerscs.org You may download the MCS employment application [here](#).