

OUTREACH/SOCIAL MEDIA COORDINATOR
Guadalupe Regional Middle School

Guadalupe Regional Middle School in Brownsville, Texas, is seeking an Outreach/Social Media Coordinator to begin on July 1, 2024.

Guadalupe Regional Middle School provides an all scholarship, quality Catholic education to boys and girls in grades six, seven, and eight whose families desire but cannot afford a Catholic education. This academically challenging school teaches its students how to live the gospel values of love, justice, self-discipline and respect for others with the goal that they become the future leaders of the Brownsville civic and church communities.

Reporting to and working closely with the Advancement Director, the Outreach/Social Media Coordinator leads the school's efforts at community, family, and student outreach and maintaining a timely and robust social media presence.

In addition to holding a high school diploma, the successful candidate for this position will have the following:

- Extensive knowledge of and ability to create powerfully engaging social media content
- Effective communication skills, both written and spoken, in English (required) and Spanish (preferred)
- Understanding of and passion for communicating the school's mission
- Skilled relationship builder
- Optimistic demeanor with a growth-mindset
- Entrepreneurial attitude
- Organized planner and strategic thinker

The Outreach/Social Media Coordinator will be considered successful in their role by effectively engaging the local community with the life and work of the school, positioning the school's brand strongly among prospective families, and exhibiting professionalism in interactions with people both on- and off-campus.

This part-time position earns a pay rate of \$18-25 per hour, based on experience. This is a 12-month position with 15-20 hours of work expected weekly, though several weeks will be less hours depending on the time of year and outreach activities taking place. Daily work hours are undetermined and flexible, but some evening and weekend work is required.

Interested candidates should submit a current resume and cover letter to the school's President, Jennifer Rose, at jrose@guadalupeprep.org. Candidates will be reviewed beginning March 25, 2024, and will continue until the position is filled.