



# CATHEDRAL CATHOLIC HIGH SCHOOL

**Position:** Content Specialist

**Overview:**

The Content Specialist plays a key role in developing impactful messaging and communication strategies that align with the mission and vision of Cathedral Catholic High School. Working closely with the Director of School Communications, this individual will create and manage promotional and informative content for internal and external stakeholders, ensuring consistent and effective communication across all platforms. This includes press releases, digital campaigns, print materials, social media, website content and multimedia content.

**Minimum Skills/Qualifications:**

- Exceptional written and verbal communication skills with strong problem-solving abilities.
- Analytical mindset to develop effective messaging strategies and evaluate communication outcomes.
- Excellent organizational skills with the ability to manage multiple projects, prioritize tasks and meet deadlines in a fast-paced environment.
- Three to five years of experience in communications, public relations or marketing.
- Bachelor's degree in communications, marketing, public relations, journalism, English or a related field.

**Who You Are:**

- A practicing Catholic with a clear understanding and dedication to the Catholic faith.
- Committed to personal faith development and the mission of Catholic education.

**What You Will Do:**

- Ensure all publications and communications reflect Cathedral Catholic High School's values and promote a positive school image.
- Develop and distribute e-blasts, weekly newsletters and other communications for the school community.

- Collaborate with internal stakeholders and external agencies to execute strategic communication plans that connect with key audiences, build school awareness and generate interest.
- Expand Cathedral Catholic's media presence by cultivating relationships with media outlets and influencers, pitching compelling stories and securing positive coverage.
- Manage the school's website content, ensuring it is accurate, up-to-date and engaging.
- Contribute to school publications by developing story ideas, coordinating with writers, editing, proofreading and working with designers and printers.
- Create engaging content for social media platforms, manage school social media accounts and actively monitor engagement.
- Capture photos at school events and activities to enhance visual storytelling.
- Manage and respond to inquiries from the school admin email account.
- Develop and maintain standard talking points for key topics and emerging issues.
- Create articles, presentations and speeches for school leaders, serving as an editor and/or ghostwriter as needed.
- Identify events where Cathedral Catholic should be present to connect with target audiences. Manage logistics and represent the school at these events.

**To apply:**

Please email Margaret Wyatt, Director of Human Resources, at [mwyatt@cathedralcatholic.org](mailto:mwyatt@cathedralcatholic.org), the following:

- [Pre-Application Statement](#) (signed)
- Cover letter expressing interest in working at Cathedral Catholic High School
- Updated resume
- 2 writing samples
- College transcripts
- Letters of recommendation and contact information for three references (2 professional and 1 clergy member)

**Salary Range: \$70,000-\$90,000** (Compensation level will be based upon experience.)

**Start Date: July 1, 2025**