



WCA EMPLOYMENT OPPORTUNITY

Interested candidates should send a cover letter and resume to

Jim Whiteman, Headmaster, at jwhiteman@westsideacademy.org

COMMUNICATIONS SPECIALIST

Part-time, 20 hours/week

The purpose of this role is to enhance WCA's ability to communicate consistently well with our constituents, reflecting who we are, why we exist, what we believe, and why it matters. The Communications Specialist will ensure that the communications are accurate and consistent in content and in style to reflect the School's mission, vision, philosophy, and culture. S/he will report to the Director of Resource Development and work closely with our graphics design specialist and webpage manager.

SPECIFIC RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Assist with the development of print materials to be prepared for our capital campaign
- Oversee the timely creation and delivery of various written publications:
 - Weekly Monday Connections
 - Excelsior, our electronic quarterly publication
 - Annual Report
 - Marketing materials
 - The creation of a new annual print version of Excelsior.
- Oversee and develop all web-based material
 - Content on our website, working directly with our graphic designer
 - WCA app
 - WCA's presence on Facebook and Linked-in and other avenues of social media
- Manage WCA social media presence
- Assist with the writing of appeal letters, occasional press releases, and miscellaneous communications
- Ensure that our logo is used consistently across all communications

QUALIFICATIONS

- A follower of Jesus Christ and personal agreement with our Statement of Faith and lifestyle agreement
- Excellent writing, editing, and verbal communication skills
- Strong organizational and computer skills
- Ability to work independently, collaboratively, and take initiative
- Friendly, conscientious, and professional demeanor; teachable spirit
- Personal enthusiasm, creativity, optimism, and sense of humor
- Bachelor's Degree
- A commitment to Christian education

As a PreK - 12 Classical and Christian school in suburban Cleveland, WCA is committed to quality instruction through the lens of a Biblical worldview in a nurturing environment. We use classical methodology that includes grammar, Latin, logic, rhetoric and daily instruction from God's Word. WCA is a family-oriented community, united by the bond of being Christ followers who desire our children to grow in godly character with a zeal for learning. To learn more, explore our website at westsideacademy.org